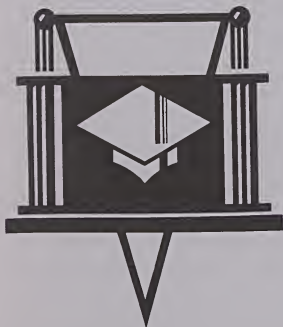


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Robeson  
Community College



Student Handbook

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# ROBESON

COMMUNITY COLLEGE

Post Office Box 1420  
Lumberton, North Carolina 28359  
Phone: 910/738-7101

## 1994-95 STUDENT HANDBOOK

### **Nondiscrimination Policy**

Robeson Community College Board of Trustees and Staff recognize the importance of equal opportunity in all phases of the college's operations and has officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, disability, national origin or other nonrelevant factors. This policy applies to both students and employees at all levels of the school's operations. The Vice President for Personnel Services coordinates the college's compliance effort. Contact can be made by writing Robeson Community College, P.O. Box 1420, Lumberton, NC 28359 or by calling (910) 738-7101.

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### **PURPOSE**

The Robeson Community College Student Handbook contains many of the services available to students, vital administrative policies and procedures affecting students, and academic regulations frequently referred to by students. The Handbook is designed to assist students in recognizing the full advantage of the opportunities offered by Robeson Community College. Therefore, it is the responsibility of each student to become familiar with the information presented in the Handbook.

### **CAMPUS VISITS**

Visitors to Robeson Community College are welcome. Student Services is open Monday through Thursday from 8:00 A.M. to 8:00 P.M. and on Friday from 8:00 A.M. to 3:00 P.M. To arrange a guided tour of our campus, please contact the Admissions Office. During the months of June and July, offices close at 7:00 P.M. Monday through Thursday.

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## From the desk of the President

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*Welcome to Robeson Community College:*

*We are very excited about your decision to enroll at Robeson Community College. Consider this decision to be a very critical one. This will truly be a year of high stakes. This educational opportunity is a one-time chance to make a lasting impression on your future. Your having a sound and strong educational background will be your key to launching a successful occupational career. Therefore, our goal will be to provide a quality educational program and service to you while you are enrolled at the College.*

*The success of our results will be measured in the final outcome by your success in the workplace. We will be successful in this educational endeavor only if we are partners in this process. Make no mistake—this is a big opportunity for everyone. Getting involved at 100 percent will help make it happen. Together we create the real opportunities for tomorrow.*

*This new academic year marks the 29th year of the College. During the 1992-93 academic year, this institution served 2,103 individuals enrolled in curriculum programs and 9,472 enrolled in continuing education courses. The total unduplicated headcount was 11,575 in 19 different degree and diploma programs, along with programs for high school completion in cooperation with the public schools. The College also has a number of programs that focus on industrial, business, and public service training. Cultural and enrichment programs round out the major program areas. Many of the programs are offered at various times so they can fit most people's schedule.*

*We welcome this opportunity to improve and enhance your educational background. Everyone at Robeson Community College wishes you a successful academic year!*



Fred G. Williams  
President

# Academic Calendar-1994-1995

## Fall Quarter

Monday, August 22-	
Tuesday, August 23, 1994 .....	Fall Quarter Early Registration Payment Period
Monday, August 29, 1994 .....	Registration
Tuesday, August 30, 1994 .....	Staff Workday
Wednesday, August 31, 1994 .....	Classes Begin Drop/Add Period Begins
Thursday, September 1, 1994 .....	Drop/Add
Monday, September 5, 1994 .....	Labor Day Holiday
Tuesday, September 6, 1994 .....	Drop/Add
Wednesday, September 7, 1994 .....	Drop/Add Ends
Thursday, September 15, 1994 .....	Last Day to Request A Tuition Refund For Fall Quarter
Wednesday, October 5, 1994 .....	Last Day To Drop A Class Without Penalty
Wednesday, October 5, 1994 ..	Deadline to Finish Summer Quarter Incompletes
Monday, October 10-	
Friday, October 21, 1994 .....	Academic Advising For Winter Quarter
Monday, October 17-	
Tuesday, October 18, 1994 .....	Instructors' Conference, No Classes Scheduled
Friday, October 21, 1994 .....	Deadline for Submitting Preregistration Forms For Winter Quarter Early Registration
Monday, November 7-	
Tuesday, November 8, 1994 .....	Winter Quarter Early Registration Payment Period
Friday, November 18, 1994 .....	Classes End
Monday, November 21, 1994 .....	Instructors' Workday

## Winter Quarter

Tuesday, November 22, 1994 .....	Registration
Wednesday, November 23, 1994 .....	Staff Workday
Thursday, November 24-	
Friday, November 25, 1994 .....	Thanksgiving Holidays
Monday, November 28, 1994 .....	Classes Begin Drop/Add Period Begins
Tuesday, November 29-	
Wednesday, November 30, 1994 .....	Drop/Add
Thursday, December 1, 1994 .....	Drop/Add Ends
Monday, December 12, 1994 .....	Last Day To Request A Tuition Refund For Winter Quarter
Monday, December 19-	
Friday, December 30, 1994 .....	Christmas Holidays
Monday, January 2, 1995 .....	Classes Resume
Friday, January 13, 1995 ....	Last Day to Withdraw From a Class Without Penalty
Monday, January 16, 1995 .....	Dr. Martin L. King, Jr. Holiday
Monday, January 23, 1995 .....	Deadline To Finish Fall Quarter Incompletes
Wednesday, January 25-	
Friday, February 3, 1995 .....	Academic Advising For Spring Quarter

Friday, February 3, 1995..... Deadline For Submitting Preregistration  
Forms For Spring Quarter Early Registration

Monday, February 20-  
Tuesday, February 21, 1995 ..... Spring Quarter Early Registration  
Payment Period

Monday, February 27, 1995..... Classes End  
Tuesday, February 28, 1995 ..... Instructors' Workday

### Spring Quarter

Wednesday, March 1, 1995 ..... Registration  
Thursday, March 2, 1995 ..... Staff Workday  
Monday, March 6, 1995 ..... Classes Begin  
Drop/Add Period Begins

Tuesday, March 7-  
Wednesday, March 8, 1995 ..... Drop/Add Period  
Thursday, March 9, 1995 ..... Drop/Add Period Ends  
Monday, March 20, 1995 ..... Last Day To Request  
A Tuition Refund For Spring Quarter

Friday, April 7, 1995 ..... Last Day To Drop A Class Without Penalty

Friday, April 14, 1995 ..... Deadline To Finish Winter Quarter Incompletes

Monday, April 17-  
Tuesday, April 18, 1995 ..... Easter Holidays

Monday, April 24-  
Friday, April 28, 1995 ..... Academic Advising For Summer Quarter

Friday, April 28, 1995 ..... Deadline For Submitting Preregistration  
Forms For Summer Quarter Early Registration

Monday, May 15-  
Tuesday, May 16, 1995 ..... Summer Quarter Early Registration Payment Period

Tuesday, May 23, 1995 ..... Classes End  
Wednesday, May 24, 1995 ..... Instructors' Workday

### Summer Quarter

Thursday, May 25, 1995 ..... Registration  
Friday, May 26, 1995 ..... Staff Workday

Monday, May 29, 1995 ..... Classes Begin

Monday, May 29-  
Wednesday, May 31, 1995 ..... Drop/Add Period

Wednesday, June 7, 1995 ..... Commencement Rehearsal

Thursday, June 8, 1995 ..... Commencement

Friday, June 9, 1995 ..... Last Day to Request for a Refund for Summer Quarter

Friday, June 30, 1995 ..... Last Day to Withdraw From a Class Without Penalty

Tuesday, July 4, 1995 ..... Holiday

Monday, August 7, 1995 ..... Classes End

Tuesday, August 8, 1995 ..... Instructors' Workday

Fall, Winter, Spring Quarters – 55 days-50 minute sessions

Summer Quarter – 50 days-55 minute sessions

# General Information

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## **ACCREDITATION**

Robeson Community College is a tax-assisted, two-year public institution. It is accredited by the Southern Association of Colleges and Schools to award the Associate Degree in Applied Science and the Associate Degree in Arts. Most programs offered by the college have been approved for the enrollment of eligible veterans. The nursing program is approved by the North Carolina Board of Nursing, and the cosmetology program by the North Carolina Board of Cosmetic Art Examiners.

## **THE CAMPUS**

Robeson Community College is located at the intersection of U.S. 301 and Interstate 95 in Lumberton, making it one of the most visible institutions in the North Carolina Community College System. Millions of tourists each year travel I-95, catching more than a glimpse of the attractive landscape that makes up the 78-acre campus.

## **HISTORY OF THE COLLEGE**

The community college movement expanded into Robeson County with the establishment of Robeson Technical Institute in 1965. The Institute was located at the Barker Ten-Mile Elementary School seven miles north of Lumberton. Twenty full-time curriculum students enrolled the first year. The College has gone through two name changes since its beginning to its present name of Robeson Community College, and it remains committed to serving all sectors of the county and surrounding area with vocational, technical, college transfer and continuing education programs.

Three building phases beginning in 1972 and finishing in 1988 have made RCC a 187,547 square-foot facility which now houses over \$2 million in equipment and 21 curriculum programs, along with a variety of continuing education programs.

Robeson Community College's 25th year was a monumental one. During 1990/1991, the College celebrated its Silver Anniversary and the many partnerships throughout the county and state which have contributed to its success. Southern Association of Colleges and Schools accreditation reaffirmation was received in 1990, after two intense years of concentrated self-study. Students, faculty, staff, and the 13-member Board of Trustees alike joined as a team in bringing the self-study to its successful fruition.

Commitment of RCC to its students and citizenry of Robeson County was seen with the excellent reports of various auditing agencies in the state, as well as enrollment of 2,242 curriculum students and 9,787 continuing education students. There are 150 carefully selected full-time employees who now serve RCC which represents a figure of almost 25 times as many

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as when the college first opened its doors in 1965 with six full-time employees. Another 200 part-time personnel teach and provide services to the student body on an annual basis.

## **MISSION AND VISION**

### **MISSION**

Robeson Community College is a comprehensive, open-door two-year public institution of higher learning with a mission to enhance the lifelong educational opportunities for adults appropriate to their needs, interests, and abilities. Additionally, the College seeks to strengthen the diverse social, economic, and cultural opportunities for the citizens of Robeson County and surrounding region. The College achieves its mission through a commitment to quality programs and services that permit students to pursue their educational goals in a student-centered environment.

### **VISION**

Since its inception in 1965, Robeson Community College has emphasized technical-vocational education and training to meet the needs of the citizens of Robeson County. To affect the progressive socio-economic environment of the region, RCC is committed to pursuing the following underlying principles:

- As we adapt to our diverse and changing society, we will maintain and improve the quality of the College's offerings.
- We believe that the College and its programs exist to assist students in realizing their educational goals.
- In honoring our commitment to the open-door philosophy, it is our belief that each student must have an equal opportunity to learn and improve academic skills, and to develop social interactions and responsible attitudes in relationship to their ability to benefit.
- To facilitate economic development and new opportunities, we must explore new academic and administrative avenues in the way we educate and support our students.
- In keeping with the philosophy that students, faculty, staff, and community involvement in the formulation of institutional priorities is vital to the success of the College, RCC encourages participation in institutional decision-making.
- We believe that continuous self-evaluation and institutional research provide the most effective foundation for informed and responsible decision-making.

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We recognize that the College's educational vision cannot be achieved without maintaining existing as well as exploring new and expanded partnerships. Critical to the success of the institution is the commitment to teaching excellence and a stimulating learning environment. To accomplish the College's mission and vision, the following institutional goals have been established:

1. To provide quality comprehensive learning opportunities committed to teaching excellence and student achievement of their educational goals.
2. To provide quality support resources that enhance the learning environment.
3. To promote the open-door philosophy by providing academic, cultural, personal development, and social learning opportunities that meet the assessed needs of a diverse population.
4. To maintain and expand cooperative relationships with educational institutions, local governmental agencies, and businesses/industries to serve identified needs and promote student growth.
5. To provide assistance with economic development of the community and region through the education and training of current and potential employees.
6. To provide opportunities for participation of students, faculty, staff, and the community in identifying institutional priorities and needs.
7. To provide a continuous process of institutional planning and research that evaluates college programs and services to enhance student outcomes.
8. To enhance community and regional awareness of learning opportunities offered by the college.

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## PROGRAMS OF STUDY

### ***Academic Programs***

#### **Associate Degree in Arts**

College Transfer

#### **Associate of Applied Science Degree**

Accounting

Administrative Office Technology

Banking and Finance

Business Administration

Business Computer Programming

Early Childhood Associate

Industrial Electrical/Electronics Technician

Industrial Maintenance Technology

Law Enforcement Technology

Nursing Education Option (ADN)

Respiratory Care Technology

#### **Vocational Diploma Programs**

Air Conditioning, Heating and Refrigeration

Cosmetology

Electrical Installation and Maintenance

#### **Certificate Programs**

Basic Law Enforcement

Nurses' Assistant

Digital Equipment Repair

### **Specialized Studies**

Developmental Studies

### ***Continuing Education Programs***

Occupational Extension

In-plant Training

Focused Industrial Training

New and Expanding Industry Training

Community Services Education

Small Business Center

Literacy Education

Adult Basic Education

Adult High School Diploma Program

High School Equivalency (GED)

The Learning Center

Compensatory Education

FACE Program

Human Resources Development

Emergency Services Center

Health Related Training

Emergency Medical Technician

Fire Service Training

Law Enforcement Training

# Academic Services

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## **ACADEMIC ADVISING**

Academic advising at Robeson Community College is essential to the total development of the student. The mission of academic advising is to aid students in pursuing their educational objectives by providing students with accurate information concerning courses of instruction, institutional resources, policies, and procedures, career choices, and educational opportunities.

Since the most significant part of the advising process is the relationship between the faculty advisor and the student, each student is assigned a faculty advisor. The faculty advisor serves as a resource person who provides information about program opportunities, educational requirements, and college regulations. The advisor assists the student in developing an educational plan to include both short range and long range goals. The advisor is a link between the student and the college community and also advises students of services available at the college.

The faculty advisory system is an integral part of the total educational process of the institution. Each student has an opportunity to develop a real and important relationship with a person whose experience has been in the field of interest for which the student is training. Having a faculty advisor to whom one is specifically assigned gives one a definite source of help. Many times a student will make a choice to remain in school when the going is rough if he can honestly see what future there may be in his chosen curriculum. No one is better qualified to point the way for the student than his major area instructor.

The emphasis on a continuing contact with the advisee in order to develop a total program suggests that part of the advisor's responsibility is to be available to discuss goals and academic problems as the need arises. While it is the responsibility of the student to schedule meetings with the advisor each quarter, the advisor should post a time they will be available for advising students. (A key here is for the advisor to indicate verbally, at the point of approving a registration schedule, that he is available if and when problems arise.) During this period each student will be required to meet with their advisor.

Faculty advisors are available for day and evening students. All students are assigned an advisor whether they attend on a full-time or a part-time basis. Day and evening faculty advisors maintain regular office hours to accommodate students.

## **GRAPHIC ARTS**

The Graphic Arts Department produces all types of printed material to



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meet the needs of the college. Services include layout, design, typesetting, proofreading, pasteups, and making plates for instructional and institutional use.

### **LIBRARY**

The Robeson Community College Library is conveniently located in the center of the campus. Its attractive surroundings are a pleasant place for research, study, or leisure reading.

Services include a qualified staff concerned with providing library resources necessary to support Robeson Community College's purpose and programs; and sharing library resources for interest, information, and enlightenment to all people of the community. A staff is on duty during the hours of 8 a.m. to 10 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday to answer reference questions. The collection is well stocked with books, periodicals, and newspapers which have been carefully selected to support the degree, diploma, and enrichment programs offered by the college. Other services include microfilm and microfiche; interlibrary loans from in- state or out-of-state; CD Rom databases; on-line database searching; and an excellent orientation program to educate users to thoroughly utilize the library resources and services.

Anyone interested in using the library may acquire borrowing privileges by simply filling out a registration card. Books, periodicals, and records are loaned for three weeks. Renewals may be obtained in person or by telephone. To encourage prompt return or renewal of materials, a fine is charged on overdue materials. Lost or badly damaged materials must be paid for at replacement cost. Failure to return materials or pay charges will result in loss of borrowing privileges. Students who have not returned materials or paid fines will be obligated to do so before registering or graduating.

### **MEDIA CENTER**

The Media Center provides a variety of media equipment and services to meet the needs of the college. Services include equipment and materials circulation, production services, and consultant services. Patrons are encouraged to consult the media handbook for a complete listing of materials and services available.

### **TUTORIAL SERVICES**

Tutorial Services are available to all students day and evening. This program is designed to assist those students who: (1) request tutoring; (2) are falling behind in their studies; (3) are on academic probation; and (4) desire to improve their class standing. The services are free. You may obtain tutorial

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assistance through the tutorial coordinator, a counselor, or your advisor. The tutorial coordinator is located in the Student Center.

# Campus Services

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## ADMISSIONS

### Reenrollment Policy

To reenroll after a student has withdrawn, the student must have satisfied the Business Office, Student Services, and the Library of all financial obligations. No student will be permitted to enroll for future quarters when his name appears on the financial delinquent list published by the Business Office. Students applying for readmission must be cleared through the Director of Admissions Office. Those students not continuously enrolled (not enrolled for a period of one year or longer) are required to meet the requirements of the catalog that is current at the time of their reenrollment.

When a student has not been enrolled in curriculum courses at Robeson Community College for five (5) consecutive years and reenrolls, he/she may do the following:

after completing at least fifteen (15) credit hours of course work with a minimum grade point average of 2.0, the student may request the Registrar to evaluate his/her academic record. The Registrar will evaluate the students academic record, and all courses not in the present curriculum will not be used in calculating his/her grade point average.

Credits earned at Robeson Community College or other colleges over ten years old will not be counted toward graduation. Therefore, they will not be used in calculating a students grade point average. The following list of courses will not be counted toward graduation if they are over five years old: OSC 238, OSC 214, CAS 217, CAS 218, CAS 220, CAS 221, ACC 229, CSC 109, CSC 221, CSC 222, CSC 223. They will not be used in calculating a students grade point average. Any student who reenrolls under the above rule, may request to take a proficiency test in any course he/she completed with a grade "C" or better.

Students requesting readmission to Allied Health Programs should refer to Admissions section of current RCC Catalog.

### Special Credit Students

Students may be admitted under special provision that allows them to take up to **fifteen quarter hours** of credit courses before completing all admission requirements. Prior to registering for any additional hours beyond the fifteen quarter hours students must declare a major and complete **all** admission requirements. The only exception to the fifteen hour policy is for the special credit student who intends to maintain that classification indefinitely and is not seeking a certificate, diploma, or degree. However, a special credit student must maintain satisfactory academic progress in

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order to continue as a student. The level of courses taken (technical or vocational) will determine the category of satisfactory progress under which the student will be evaluated.

### **Transfer Credit**

Robeson Community College may accept credits earned from technical institutes/colleges and any other college accredited by the Southern Association or other associations accredited by the American Council on Education. Only course grades of "C" or better will be accepted and such courses must parallel the content of RCC courses. Course work which is over ten (10) years old will not be considered for transfer credit. In some cases, courses over five (5) years old will not be considered. For a complete listing of these courses, please review section titled "Program Completion Requirements."

All applicants having credits transferred from another institution to RCC must submit an official transcript, and if necessary an appropriate catalog, to the Director of Admissions. Applicants who wish to transfer from other educational institutions must be eligible to return to the school last attended. Any exception to this procedure must be approved by the Assistant Vice President of Student Services and only then by justifiable cause.

The Director of Counseling Support Services will determine the transfer credits allowable. This evaluation will be made at the time of acceptance and the student will be notified in writing. Transfer credits will be posted to the student's permanent record. In addition, transferring students must complete a minimum of fifty (50) percent of the total number of credit hours required for a certificate, diploma, or degree program at Robeson College.

### **BOOKSTORE**

The bookstore is located in the Student Center Building. It is maintained for the convenience of students in purchasing necessary textbooks and supplies. Hours of operation are posted at its entrance.

### **BUSINESS OFFICE**

The receipt of fees and the disbursement of approved refunds are the responsibility of the Business Office. Office hours are 8 A.M. to 5 P.M., Monday through Thursday, and 8 A.M. to 3 P.M. on Friday. The Business Office is located in the I. J. Williams Administration Building.

### **CAMPUS SECURITY**

Uniformed security personnel are employed by the college. Among their duties are campus safety and security, parking, and traffic control. Any acts of vandalism, theft, etc., should be directed to their attention or to the

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attention of William Carter in the Business Office. Loitering in the parking areas is not permitted.

### **CAREER PLANNING SERVICES**

Robeson Community College Career Center offers students many valuable and effective planning services. The sheer multitude of possibilities often make the process of choosing an occupation very frustrating, time consuming, and haphazard. For RCC students, Career Planning Services provides direction in making the right career choice.

Career Planning involves more than just choosing an occupation. It also includes knowing your interests, values, and capabilities, (self-assessment), becoming aware of the work world opportunities, learning the necessary employability skills to obtain and keep a job and knowing how to develop, reevaluate and implement long term career plans.

The career counselor helps students examine their interests, aptitudes, and values. Interest inventories and aptitude tests are administered and interpreted.

**Choices for Career Transitions (Choices CT)** is a computerized career exploration system that allows students to assess their career-related needs. Students complete a series of self-paced exercises designed to help them in self-concept clarification. A personal profile is created to reflect their abilities and aspirations. They assess their needs in terms of the following dimensions: educational level attained or aspired, work site preferences, level of physical demands sought, temperament factors, level of earnings sought, aptitude factors, interest factors, future outlook, personality factor, fields of work, physical activities sought and to be avoided, hours of work and travel preferences, and environmental conditions desired. The student interacts with the computer to explore for occupations, to obtain specific profiles on occupations of interest, to compare occupations and to search for occupations that are related.

**Job Readiness Training** consists of a series of activities that students will complete at their convenience. The activities include completing the following: a life and career planning exercise, employability inventory, cover letter, resume writer, job application, an viewing video tapes that present interview preparation, the four stages of interviewing and handling difficult questions. The student will participate in a mock interview, and be evaluated after the completion of all activities. Most of the activities are designed for use with the computer. Students who complete the program will receive a certificate. The certificate will let prospective employers know the student is prepared to become a good employee.

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## **COUNSELING SERVICES**

Counseling Services are available to help students gain a better understanding of themselves and their opportunities. Professionally trained counselors are available to discuss and help students explore any problem areas they may experience. Students who are experiencing personal, interpersonal, or academic difficulties are encouraged to make an appointment with a counselor as soon as possible. Students may telephone (910) 738-7101 or come by the Counseling and Career Center in the Student Center Building for an appointment. All conversations are handled in a professional manner according to ethical standards.

The Counseling and Career Center also provides groups for personal growth experience. Some groups include: assertiveness training, study skills, personal growth, habit control, test-taking skills, self-concept development, values clarification, coping with grief, communication skills, job interview skills, resume' writing, stress management, etc. Announcement of groups will be advertised on campus.

## **DRUG AND ALCOHOL ABUSE AWARENESS PREVENTION PROGRAM**

Robeson Community College operates a drug abuse awareness prevention program for all students and employees. Counseling, information, and referral services are provided by professionally trained counselors. Counselors are available to talk with anyone concerning drug/alcohol use. Counselors may be contacted directly or indirectly. Persons requesting anonymity may telephone the Counseling and Career Center for information without disclosing their names (738-7101, Extension 244). Referrals to external agencies may be appropriate in some situations. Counselors are knowledgeable concerning treatment, length of residential stay, costs, etc. of local outside agencies.

There is a Drug/Alcohol Display Center in the Counseling and Career Center where persons can receive free information concerning drugs and/or alcohol use and abuse. Persons are encouraged to go by and pick up this free information. Drug/Alcohol information is also displayed and distributed around campus at other locations. Robeson Community College also sponsors speakers who have expertise on drug and/or alcohol use. Other activities are planned to create an awareness of the effects of drugs and alcohol, and how these behaviors affect learning and working. The total college community is invited to attend these functions. Below are some telephone numbers where more information on drugs and alcohol can be received.

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## **Hotline Numbers for Drug/Alcohol Information**

**Local: Drug Report Line - 671-3144 (do not have to give name)**

1. Mental Health Center - 738-1431
2. Carolina Manor - 738-1191
3. Cumberland HSA Hospital - 1-800-682-6003
4. Palmer Drug Abuse Program (Free Services) - 618-1135 or 521-8995

### **800 Numbers:**

1. Pride Drug Information Hotline - 1-800-241-9746
2. National Institute on Drug Abuse (NIDA) - 1-800-638-2045
3. NIDA Hotline (Directs callers to local cocaine abuse centers. Free materials on drug abuse may also be requested. All information and referrals confidential.)
4. Cocaine Hotline - 1-800-COCAINE
5. Fetal Alcohol Syndrome (FAS) Hotline - 1-800-532-6302

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Robeson Community College recognizes a "qualified handicapped person" as one who meets the federal definition of handicapped. A handicapped person is defined as "any person who (1) has a physical or mental impairment which substantially limits one or more major life functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; or, (2) has a history of having been classified as having a mental or physical impairment that substantially limits one or more major life activities."

Robeson Community College is committed to providing education for all academically qualified students regardless of disabling conditions. The college seeks to enroll students who can complete college level courses with the help of support services and classroom accommodations. A formal program for students with learning or physical disabilities is not offered; all students attend the same classes. Support services may include, but are not limited to, the following auxiliary aids, services, and academic adjustments:

- |   |  |
|---|--|
| • Test administration modification            | • Assistance with completing forms             |
| • Individual counseling                       | • Talking calculators                          |
| • Tutors                                      | • Electronic readers                           |
| • Classroom modification                      | • Braille calculators, printer, or typewriters |
| • Note takers                                 | • Reaching device for library use              |
| • Calculators or keyboards with large buttons | • Television enlargers                         |
| • Taped texts                                 | • Readers                                      |
| • Interpreters                                |  |

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Federal law prohibits RCC from requesting information regarding disabling conditions on the admissions application; therefore, it is the responsibility of the student to contact Student Services and make his/her disability known and to request academic adjustments and/or auxiliary aids. Upon identification, the student will be referred to the Director of Counseling Services and the following procedures will be followed:

1. Students with learning disabilities who request special accommodations must provide the Director of Counseling Services with proper documentation of the disability which verifies the need for academic adjustments or auxiliary aids (i.e., diagnostic tests, current psychological evaluations completed within the last three years).

Students with other disabilities are also required to provide professional documentation regarding their disability so that arrangements can be made to meet special needs (i.e., results from medical, diagnostic test, etc.).

2. When appropriate and based on documentation of the disability, special placement testing arrangements will be made (i.e., large print test books, taped tests).
3. Upon receipt of documentation of the disability, the student will sign a "Consent for Release of Information" form which permits the Director of Counseling to discuss the request for special services with other professionals who need to know and who will be involved with providing the services and assisting with academic planning.
4. Upon preregistering each quarter, the student requesting academic adjustments or auxiliary aids will submit a copy of his/her proposed course schedule to the Director of Counseling. Once the student has formally registered for classes, a final copy of the course schedule will be given to the Director of Counseling.
5. It is the responsibility of the student to discuss the need for academic adjustments or auxiliary aids with each instructor. However, the Director of Counseling Services will notify the advisor and the instructors that the student is entitled to provisions under Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act (ADA) of 1990.
6. The student is encouraged to contact the Director of Counseling Services for assistance with any difficulties or concerns while enrolled at RCC.



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*Requests for special services should be made as early as possible prior to needing special accommodations and registering for classes. Every reasonable effort will be made to accommodate all students; however, if requests are not received in a timely manner prior to the time the student needs special accommodations, it may not be possible to provide the necessary services until the following quarter.*

### **PLACEMENT SERVICES**

Placement Services are available to students seeking part-time or full-time employment. Placement personnel act as a liaison between students and potential employers. RCC placement personnel maintain contact with employers who are looking for qualified applicants and notify students through advertising the positions. Interviews may be scheduled for students on or off campus as appropriate.

All graduating students who seek assistance with locating employment need to (1) register with the Counseling and Career Center and complete the necessary forms to release personal information, and (2) provide typed resumes.

### **STUDENT CENTER**

A grill, vending machines, and game room are located in the Student Center Building. For students to enjoy a clean place to spend leisure time, each person must place cups, wrappers and other items of refuse in trash receptacles. Everyone is expected to do his part in keeping the area neat and clean at all times.

Gambling is not permitted by State Law.

### **STUDENT SERVICES**

Robeson Community College provides many personal services designed to make the educational experiences of its students profitable and satisfying. The faculty and administration recognize that the central purpose of the college is to provide an environment wherein each student may achieve maximum development - intellectually, socially, and physically. The services, organizations, and activities are provided as a means of contributing to the total growth of the individual.

The basic objectives of Student Services at Robeson Community College are built upon the philosophy and objectives of Robeson Community College and the North Carolina Department of Community Colleges.

1. To interpret the college's objectives, opportunities and policies to prospective students.

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2. To assist in the implementation of the "Open Door" philosophy and policy.
  3. To assist the student in satisfactorily selecting, entering, progressing within, and completing a course of study whether general, technical, trade, upgrading, basic education, or cultural in nature.
  4. To provide a professional, competent, and continuing counseling program in assisting students with academic, vocational, personal, and social-economic problems.
  5. To properly record, maintain, and make available to proper persons information regarding students.
  6. To provide, develop, encourage, and evaluate a program of student activities.
  7. To encourage suitable vocational-educational placement upon termination of individual studies at the college.
  8. To promote and encourage programs related to the health, safety, and physical welfare of the student.
  9. To initiate, encourage, complete and share systematic research and the results thereof.
  10. To continuously evaluate and improve Student Services.

With these objectives, it is imperative that close, full cooperation be maintained not only within the Student Services staff, but also with the administration, faculty, students and the community. It is with this cooperation and with these purposes that the Student Services staff dedicates itself to serving RCC students, staff and community.

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## TESTING SERVICES

The primary purpose of testing is to match the academic readiness of the student with the academic requirements of the curriculum. Placement test scores are used in conjunction with other pertinent educational background information in determining whether or not a student is academically ready to enter a particular curriculum. If it is determined that a student needs improvement in the basic academic areas, he/she will be placed in courses to help improve academic skills. The Scholastic Aptitude Test (SAT) or American College Test (ACT) may eliminate the necessity to take the Asset Test in some situations. Applicants should check with the Admissions Office. Note: SAT or ACT scores may not be substituted for meeting the Asset scores required to qualify for Allied Health programs.

The Asset Test is administered to all students who apply for admission into curriculum programs. The Asset Test is used for placement purposes in regular and also used to qualify applicant for consideration into Allied Health programs - Associate Degree Nursing and Respiratory Care Technology. Applicants are tested in Writing, Reading, and Mathematics. Students receive their test scores immediately after testing. Testing time is approximately three (3) hours. There are no accommodations for visitors during testing. Any person who has a disability that would require special accommodations during testing should notify the Director of Counseling and Testing prior to scheduling to test. Applicants are tested by appointment and there is no charge for taking the test.

**Allied Health Programs:** Applicants testing for Associate Degree Nursing or Respiratory Care Technology must meet the minimum cut scores to be considered for selection into these programs. Academic transcripts, recommendations, and interviews are considered along with test scores in the selection process for Allied Health Programs.

### Retest Policy for the Placement Test

Since testing is used for placement purposes rather than for entrance, retesting is not recommended for regular programs unless it is determined that first test scores are invalid (Example, person is sick). Allied Health applicants do have the opportunity to retest as described below.

**Allied Health Programs -** Applicants unsuccessful in achieving the required entrance assessment criteria for Associate Degree Nursing or Respiratory Care Technology have the opportunity to retest after completing all refresher courses recommended. There is a minimum waiting period of three months is required before retesting and one retest can be taken within a three year period. Test scores are valid

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for three years from the initial date of testing. Test scores may not be valid if students retest without appropriate permission.

### **Right of Appeal**

Any student who thinks that special consideration should be given to him/her concerning the retest policy has the right to appeal. A formal request in writing should be made to the Allied Health Appeals Committee (AHA) and directed to the Assistant Vice President of Student Services. The request should provide information that would demonstrate valid reasons for granting additional consideration for the student's particular situation. The student has the option to appear before the committee and present information relevant to the appeal.

### **Specialized Tests**

Testing services are available to anyone wishing to find out more about themselves, their abilities and interests. Specialized tests/inventories are available upon request of students and faculty. These include interest inventories, personality, aptitude, diagnostic, achievement, and general ability tests. These tests are administered only upon request through the Counseling and Career Center.

### **Transferring Asset Test Scores From Other Colleges To RCC**

The Asset Test is a national test that can be taken at other colleges and transferred to Robeson Community College. Applicants who have taken the Asset Test at other colleges should request to have their test scores sent to the Director of Counseling and Testing at Robeson Community College. To facilitate the process of transferring scores, "Test Score Request Forms" are available from the RCC Admissions Office and the Counseling and Career Services Office.

Asset Test scores delivered by the applicant will not be accepted unless the report is signed by an official of the college sending the scores and delivered in a SEALED envelope with the official's signature across the seal.

### **VETERAN SERVICES**

Information and requests pertaining to veteran affairs can be secured from the Veteran Affairs Officer in the Counseling and Career Center. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments. Refer to Veteran Affairs section of the Student Handbook. Academic Policies and Procedures.

# Academic Policies and Procedures

## ATTENDANCE POLICY AND PROCEDURES

Robeson Community College believes that students must attend class if they are to be well prepared for the work place. In order to insure that students do meet minimum acceptable attendance standards, the following policy will be enforced.

In order to receive credit for a course, the student must attend at least 75% of the required contact hours. If the student misses 20% of his/her contact hours the instructor will refer the student to the appropriate Assistant Vice President of Educational Services. The assistant vice president may grant a waiver which will allow the student to miss another 5% of the contact hours. If the waiver is not granted or the student misses hours in excess of the approved waiver the student will be dropped from the course by the instructor. In no case will a student receive credit for a course if he/she has missed in excess of 25% of the required contact hours. The grade provided will follow the guidelines outlined in the RCC Drop/Add Policy. Should the student so desire, he/she may continue to audit the course after being dropped, but the grade will remain the same. Absences begin with the first session a class is scheduled to meet even though a student may register late.

This policy is designed to complement the existing withdrawal policies stated in the RCC Student Handbook and the College Catalog. Individual programs or instructors may have more stringent requirements than are required by this policy.

Based on contact hours, the number of hours that may be missed for the most common courses are listed below:

CONTACT HOURS	TWENTY PERCENT	TWENTY-FIVE PERCENT
33 hours	7 hours	9 hours
44 hours	9 hours	11 hours
55 hours	11 hours	14 hours
66 hours	14 hours	17 hours
77 hours	16 hours	20 hours
110 hours	22 hours	27.5 hours

The hours for other courses may be easily calculated. Calculation resulting in fractions of an hour should be rounded to the next whole number.

Student names will be placed on a class roster once they have officially made their payment for tuition and fees. Students shall maintain attendance in said class until one of the following occurs:

- 
1. Student Withdraws. (He/She officially withdraws. This constitutes student's withdrawal and is effective as of that date.)
  2. Administrative Withdrawal
    - a. Student fails to maintain class attendance as described by the instructor's course syllabus.
    - b. Consecutive absences for a period exceeding one full week of classes.
      - (1) Classes that meet **one time** a week--drop if not in attendance the second class.
      - (2) Classes that meet **twice** a week--drop if not in attendance the third class.
      - (3) Classes that meet **three times** a week--drop if not in attendance the fourth class.
      - (4) Classes that meet **four times** a week--drop if not in attendance the fifth class.
      - (5) Classes that meet **five times** a week--drop if not in attendance the sixth class.
    - c. The responsible instructor is reasonably assured that the student does not intend to pursue the learning activities of the class; i.e., excessive absences, lack of effort and/or participation. (This constitutes administrative withdrawal and is effective as of that date.)
    - d. He/She completes the minimum objectives stated for the class or transfers to another class.
    - e. Exceptions to "b" above will be made for bona fide reasons only and must be recommended by the appropriate instructor(s) and approved by one of the Educational Assistant Vice President's before readmission to a class is permitted.
    - f. A student who withdraws from the Nursing program or Respiratory Care program for any reason must meet RCC's current admission criteria in order to be considered for readmission into the program. Any exception made must be through the appeals process and approved by the Allied Appeals Committee.

Note:

- (1) ADN test scores are valid for three academic years.
- (2) Nursing comprehensive exam scores - valid for one year.
- (3) Repeating of Nursing 200 may be required
- (4) Students may be required to repeat courses previously passed.
- (5) Students are not permitted to audit nursing courses unless

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provision is made by the Allied Appeals Committee.

- (6) A student may be readmitted only once unless provision for exception is made by the Allied Appeals Committee.
- (7) Right of Appeal: A formal written statement requesting an appeal for readmission should be made to the Assistant Vice President of Student Services.

### **Noncontinuous Enrollment**

Noncontinuous enrollment is defined as not being enrolled for a period of one year or longer. Upon reenrollment the student must comply with the requirements of the catalog that is current at the time of reenrollment.

### **Reinstatement Policy**

When students have been dropped by their instructor(s) for excessive absences and wish to be reinstated for that quarter, this procedure must be followed:

1. Pick up a drop/add form from Records and Registration.
2. Take it to the appropriate instructor(s) and get the form completed and their signature.
3. Take the drop/add form to the appropriate Assistant Vice President of Educational Services, day or evening, for his approval and signature.
4. Return the drop/add form to Records & Registration.

### **Tardies**

A tardy is defined as "a student entering class after the roll call or instruction begins". Being late for class is a serious interruption of instruction and may affect a student's academic grade for the course. Individuals who enter class after the roll call or instruction begins will have their attendance recorded from the time they enter the class. Three tardies constitute one absence.

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## **EDUCATIONAL RECORDS**

### **Family Educational Rights & Privacy Act**

Robeson Community College establishes and maintains records and information on students relevant to admission, registration, academic history, career, student benefits or services, mental aptitude, or achievement test results, health, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information by law.

**Directory Information**—The items listed below are designated as "Directory Information" by Robeson Community College and may be released for any purpose at the discretion of RCC.

- Category I-** Name, address, telephone number, dates of attendance, class.
- Category II-** Previous institution(s) attended, major field of study, awards, honors (includes Honor's and President's Lists), degree(s) conferred (including dates).
- Category III-** Past and present participation in officially recognized sports and activities, date and place of birth.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of "Directory Information".

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information". Should you decide to inform RCC not to release any or all of this "Directory Information," any future request for such information from non-institutional persons or organizations will be refused.

The college will honor your request to withhold any of the categories listed but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the college assumes no liability for honoring your instructions that such information be withheld.

If you wish to indicate your disapproval for RCC to disclose any or all the public or directory information listed, a copy of the sample "Request to Prevent Disclosure of Directory Information" printed in this handbook is available in the Registrar's Office no later than 10 calendar days after enrolling. Robeson Community College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.



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**Request to Prevent Disclosure of Directory Information  
By Robeson Community College**

Year \_\_\_\_\_

Please mark the appropriate boxes and affix your signature below to indicate your disapproval for the college to disclose the following public or directory information.

**Category I:** Name, address, telephone number, dates of attendance, class. ☐

**Category II:** Previous institution(s) attended, major field of study, awards, honors (includes President's and Honor's List), degree(s) conferred (including dates). ☐

**Category III:** Past and present participation in officially recognized sports and activities, date and place of birth. ☐

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

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**Right of Access**—Any currently enrolled or former student has a right to inspect and review any and all official records, files, and data directly related to the student including all material that is incorporated into each student's cumulative record folders. Request for review of records shall be in writing to the Registrar. Request to review and inspect records shall be granted as soon as possible, but no later than 45 days following the date of request. The inspection and review shall occur during regular school hours. The Registrar shall notify the student of the location of all official records which have been requested and provide personnel to interpret records when appropriate. A sample copy of Request to Review Education Records is printed in this handbook. These forms are available in the Registrar's Office.

Student records are maintained in a manner to insure privacy of all such records and Robeson Community College shall not, except as authorized, permit any access to or release of any information therein except as follows:

1. Access to student records may be permitted to any person or institution for whom the student has executed written consent specifying the

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records to be released. A sample of Written Consent Waiver is in the handbook. These forms are available in the Registrar's Office.

2. Access to student's records or components thereof must be disclosed without the student's written consent to the following:
  - a. Authorized representatives of the following for audit and evaluation of federal and state supported programs:
    - (1) Comptroller General of the United States
    - (2) The Secretary of the United States Department of Health, Education and Welfare.
    - (3) The U. S. Commissioner of Education, Director of National Institute of Education or Assistant Secretary of Education
  - b. State and local officials to whom disclosure is required by state statute adopted prior to Nov. 19, 1974.
3. Access to student records without written consent is permitted to:
  - a. Robeson Community College administrative staff, including faculty, who have legitimate educational interests, and clerical and professional employees who manage student record information.
  - b. Officials of other institutions in which the student seeks to enroll.
  - c. Persons or organizations providing to the student financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.
  - d. Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personal identification of students, and information secured must be destroyed when no longer needed for their projects. Robeson Community College will obtain such assurance in writing.
  - e. Accrediting organizations carrying out their accrediting functions.
  - f. Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152.
  - g. Persons in compliance with a judicial order or a lawfully issued subpoena, provided that the college first makes a reasonable attempt to notify the student.
  - h. Persons in an emergency, if the knowledge of information, in fact,

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is necessary to protect the health or safety of the student or other persons.

Robeson Community College may release without written consent those items identified as public or directory information on any student not currently enrolled.

Robeson Community College is responsible for informing parties to whom personally identifiable information is released that recipients are not permitted to disclose the information to others without written consent of the students.

Example:

**IN ACCORDANCE WITH PUBLIC LAW 93-380  
THE INFORMATION ON THIS RECORD MAY  
NOT BE RELEASED TO A THIRD PARTY  
WITHOUT PERMISSION OF SAID STUDENT**

#### **Challenge of the Contents of Education Records:**

1. Robeson Community College provides students with the opportunity to challenge the contents of their education records which the student considers to be inaccurate, misleading, or otherwise in violation of their privacy or other rights.
2. When Robeson Community College receives a challenge request, it will decide within 15 days whether or not corrective action consistent with the student's request will be taken. The student will be notified of the decision. If the decision is in agreement with the student's request, the appropriate records shall be amended.
3. When a student is not provided full relief sought by the challenge he/she shall be informed by the Registrar of his/her rights to a formal hearing on the matter.
4. A student's request for a formal hearing must be in writing. (See sample Student Request for Formal Hearing in this handbook). This form may be picked up in the Registrar's Office. Within 15 days after receiving the request, the student shall be informed of the date, place, and time of the hearing.
5. Students shall be afforded a full and fair opportunity to present evidence relevant to the issue raised. A student may be assisted or represented at the hearing by one or more persons of his/her choice, including an attorney at the student's own expense.

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6. The decision of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of a written statement summarizing the evidence, and stating the reasons of the decision which will be delivered to all parties concerned.
    - a. Robeson Community College will correct or amend any educational records in accordance with the decision of the hearing panel if the decision is in favor of the student.
    - b. If the decision is unsatisfactory to the student, the Registrar will inform the student that: (1) The student has the opportunity to place with the education records a written statement about the information in the records, or a statement giving any reason for disagreeing with the decision of the hearing panel. (2) That the written statement given by the student will be placed in the education records and will be maintained as part of the record for so long as the records are held by Robeson Community College. (3) When the education records are disclosed to the authorized party, the statement filed by the student shall be included.
    - c. A student cannot use his rights of challenge to question substantive education judgments which are correctly recorded. A student does not have the right to challenge a grade given in a course because he/she feels a higher grade should have been given.
  7. Students will not be permitted to inspect and review the following information that may be a part of their education records:
    - a. Financial information submitted by parents.
    - b. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which collected.
    - c. Confidential letters and recommendations associated with administrations, employment or job placement, or honors to which students have waived right of inspection and review.

#### **Location of Student's Education Records**

A copy of all curriculum student education records is kept in the office of Records and Registration. The Registrar is chiefly responsible for keeping all of these records.

A copy of all continuing education records is kept in the Continuing

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Education Department. The directors and secretaries are chiefly responsible for keeping all of these records.

Other officials which are responsible for student education records are as follows:

**Financial Aid Officer-** Student financial aid, benefits, and services.

**Veteran Affairs Officer-** VA records on all veteran students.

**Placement Officer-** The placement folder contains a personal data sheet with the following information: biography, education, experience, preferred placement and references. Also a faculty evaluation sheet on the student's quality of work, appearance, cooperation, dependability, initiative, personality, judgment, and leadership.

**Counselors-** Computer printouts on academic and probation standing.

**Advisors-** Scholastic records and grade reports, advisory information sheets.

**Other Locations-** Robeson Community College's campus vault; Archives and History, Raleigh, NC; Safe Deposit Box, Southern National Bank, Lumberton, NC.

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**Forms**

**Transcript Release Form**

I hereby authorize Robeson Community College to furnish a copy of my RCC high school/college transcript to:

Person and/or Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In compliance with the Family Education Rights and Privacy Act of 1974, it is the policy of Robeson Community College not to release this transcript to any individual, agency, or organization without the written consent of the student.

The following information is provided to help in locating my records:

Name of student while attending RCC \_\_\_\_\_

Social Security No. \_\_\_\_\_

Program entered at RCC \_\_\_\_\_

Last Date Attended \_\_\_\_\_

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## Request to Inspect and Review Education Records

Date Submitted \_\_\_\_\_

To: Registrar

I wish to inspect my education record maintained in the following office(s):

\_\_\_\_\_  
\_\_\_\_\_  
Print Name (Student) \_\_\_\_\_

Address: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Tel. \_\_\_\_\_

.....  
To: Student

Your request for inspection of your record was received on (date). The requested record will be available for review on (date).

Date \_\_\_\_\_ School Official's Signature \_\_\_\_\_

.....  
To: Registrar

I have inspected and/or have been informed of the contents of the requested education record identified above and am satisfied with its accuracy and completeness.

Date \_\_\_\_\_ Student's Signature \_\_\_\_\_

.....  
To: Registrar

I have inspected and/or have been informed of the contents of the requested education record identified above and am not satisfied with its accuracy and completeness for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_ Student's Signature \_\_\_\_\_

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### Student Request for Formal Hearing

To: \_\_\_\_\_  
(Chairperson, Hearing Board)

From: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student's Name)

Subject: Request for Hearing Concerning Student Education Records

I request a formal hearing concerning correction of what I believe to be inaccurate or misleading information, described below, contained in my education records:

Contested Information

Education Record Contested

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please notify me of the date, time, and place of hearing. My address and telephone number follows:

Address: \_\_\_\_\_ Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date  
Tel. \_\_\_\_\_

First Endorsement

Witness

From: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairperson, Hearing Board)

To: \_\_\_\_\_  
(Student's Name)

The decision of the Hearing Board is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairperson, Hearing Board \_\_\_\_\_



## GRADING POLICIES

### Computing Grade Point Average

Course	Credit	Grade	Grade Points Per Credit Hour	Grade Points Earned
ENG 1101	3	C	2	6
PME 1101	7	B	3	21
MAT 1101	5	A	4	20
PHY 1101	4	F	0	0
DFT 1101	1	D	1	1
	20			48

The grade point average is computed by dividing grade point earned by the total credit hours attempted. In the example, 48 divided by 20 equals 2.40 GPA. All grades "A" through "F", "WF" (which is treated as "F"), and Incompletes (treated as "F"), are counted in the GPA. Credit by transfer and credit by examination are not included in computing the GPA.

### Course Substitution

A student may be permitted to take higher level courses (technical) up to 12 credit hours in lieu of lower level courses (vocational) upon request to the Vice President of Instruction and Support Services.

### Credit By Examination

Advance placement is offered to students who because of their demonstrated abilities are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in most subject areas in which he can demonstrate a mastery of theory and practical application. A list of courses and/or subject areas which are not suitable nor allowable for proficiency exams may be obtained from the Records and Registration Office. Under no circumstances will credit be given when the challenge examination grade is less than "C". Total credits earned by examination and/or transfer credit cannot exceed fifty percent of the program requirements or a maximum of forty (40) credit hours by examination.

Students enrolled in technical programs may not fulfill the elective course requirements by completing a course through credit by examination.

The following courses may not be taken by proficiency:

BIO 161	Biology
BIO 206	Microbiology
BIO 209	Anatomy & Physiology I
BIO 210	Anatomy & Physiology II
BIO 215	Advanced Physiology

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BIO	261	Biology II
CHM	103	Allied Health Chemistry
CHM	160	Introduction to Chemistry
CSC	224	Systems Development
ELM	235	Plan Industrial Installation
ELM	235A	Plan Industrial Installation
ELM	235B	Plan Industrial Installation
ELN	225	Student Project
ENG	103	Report Writing
ENG	115	Oral Communications
ENG	140	Allied Health Vocabulary and Terminology
ENG	160	Composition I
ENG	165	Composition II
ENG	217	Children's Literature
ENG	260	Introduction to Literature
ENG	1102	Communication Skills
ENG	1105	Verbal Communications
ISC	1101	Occupational Skills
PHY	106	Allied Health Physics
PHY	110	Physics
PHY	160	Physical Science I
PHY	1101	Applied Science I
SOC	102	Principles of Sociology
SOC	260	Fundamentals of Sociology
SPH	265	Fundamentals of Speech

The following procedures will serve as guidelines in making applications for all proficiency examinations:

1. The following persons will not be permitted to take proficiency examinations:
  - a. Persons who have taken the proficiency examination previously.
  - b. Persons who have either enrolled in and/or dropped from the course.
  - c. Persons who were enrolled in and failed the course.
  - d. Persons who apply for a proficiency examination with less than three weeks remaining prior to the next quarter in which the course is offered, except when recommended by the instructor, and approved by the Registrar and one of the Assistant Vice Presidents of Educational Services.

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- e. Persons who have a cumulative grade point average less than 2.5.
  2. Make application to the Office of Records and Registration for the proficiency examination.
  3. The Registrar will review the student's background and make a recommendation to one of the Assistant Vice Presidents of Educational Services, day or evening. Because of specific program or course requirements, credit for certain courses may not be eligible for proficiency examination.
  4. The appropriate Assistant Vice President of Educational Services, day or evening, will evaluate the application and consult with personnel in the appropriate subject area. Upon approval of the application, an examination in theory and practicum (where applicable) will be given. If approved, all examinations must be completed within the quarter the student applies and registers for them. **NOTE:** Only full-time instructors give proficiency exams.
  5. After evaluation of the examination by the instructor, it will be forwarded to the appropriate Assistant Vice President of Educational Services with the appropriate recommendations.
  6. The appropriate Assistant Vice President of Educational Services will certify to the Registrar the appropriate credit earned.
  7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining GPA.

For credit by examination, students registering for 14 credit hours are exempt from additional tuition charges. However, part-time students must pay the Business Office the tuition charge required by the state for each quarter hour credit; this fee is not refundable. A registration form must be completed in the Records and Registration Office after approval has been obtained to take a course by examination. Fees will be paid in the Business Office. A green data card will be given to the student by the Records and Registration Office after fees have been paid. This card will be given to the appropriate instructor by the student. Any exceptions to the above procedures and requirements must be approved by the Vice President of Instruction and Support Services. Exceptions will be made only under rare circumstances.

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### **Credit By Transfer**

Robeson Community College may accept credits earned from technical institutes/colleges and any other colleges accredited by Southern Association or other associations accredited by the American Council on Education. Only course grades of "C" or better will be accepted and such courses must parallel the content of RCC courses. Course work which is over ten (10) years old will not be considered for transfer credit. In some cases, courses over five (5) years old will not be considered. For a complete listing of these courses, please review section titled "Program Completion Requirements".

All applicants having credits transferred from another institution to RCC must submit an official transcript, and if necessary an appropriate catalog, to the Director of Admissions. Applicants who wish to transfer from other educational institutions must be eligible to return to the school last attended. Any exception to this procedure must be approved by the Assistant Vice President of Student Services and only then by justifiable cause.

The Director of Counseling Support Services will determine the transfer credits allowable. This evaluation will be made at the time of acceptance and the student will be notified in writing accordingly. Transfer credits will be posted to the student's permanent record. In addition, transferring students must complete a minimum of fifty (50) percent of the total number of credit hours required for a certificate, diploma, or degree program at Robeson Community College.

### **Grade Appeal Process**

Appeals regarding subject matter or grade calculation mistakes on students products (test, quiz, term paper, etc.) must be requested within five academic days from the date the graded product is returned to the student. The appeal process will follow the prescribed steps and may stop at any step based on the desire of the person appealing.

<b>Step</b>	<b>Appealed to</b>
1	Course Instructor
2	Assistant Vice President for Educational Services (Day or Evening)
3	Vice President for Educational and Support Services
4	Campus Standards Committee (If at Course level)
5	President

If the appeal involves a final course grade calculation only, the same procedure is followed except that the student may have six weeks from the time the grade is assigned and mailed to appeal. If no appeal has been made within the six week time period, the original grade will be recognized

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as final.

### **Grade Reports**

Grade reports will be mailed to students at the end of each quarter.

### **Records Of Progress**

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished to students, veterans, and non-veterans alike, at the end of each scheduled term.

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### Grading System

The 4.00 grade point average system is used to calculate student grade averages.

	Grade	Meaning	Grade Points Per Credit Hour
A	93-100	Excellent	4
B	85-92	Good	3
C	77-84	Average	2
D	70-76	Poor, but Passing	1
F	Below 70	Failure	0
W		Withdrew	0
WF		Withdrew Failing (Computed as failure)	0
I		The "I" Grade is computed as an "F" until the course requirements are met to the instructor's satisfaction. Incomplete work must be completed within 6 weeks of the next quarter, otherwise it will remain as a punitive grade of "F".	0
AU		Audit (enrollment as a non-credit student)	0
CP		Credit by Proficiency	0
TC		Transfer Credit	0
NG		No Grade	0

### Grading System—Associate Degree Nursing/Respiratory Care Technology Program

The 4.00 grade point average system is used to calculate student grade averages. Please note that the grading system used with the ADN/RCT program is different from that stated in the RCC Catalog and Student Handbook for other programs.

Grade		Meaning	Grade Points Per Credit Hour
A	93-100	Excellent	4
B	85-92	Good	3
C	77-84	Average	2
D	70-76	Failing in the ADN/RCT Program. (This includes all major and related courses.)	0
F		Below 70 Failure	0
W		Withdrew (no grade points calculated)	0
WF		Withdrew Failing (Computed as failure)	0
I		Incomplete (Incomplete work must be completed in the ADN/RCT program before registering for the next quarter. The "I" grade is computed as an "F" until the course requirements are met to the instructor's satisfaction.)	0
AU		Audit (not permitted in the ADN/RCT program—NUR/RHT courses)	
CP		Credit by Proficiency	0
TC		Transfer Credit	0
NG		No Grade	0

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### **Repeating Course Work**

To raise a grade in any course, the student must reregister for the course. Only the last grade made will be counted in calculating the total number of credit hours and grade point average. Any required course in which an "F" is received must be repeated and passed to graduate. Veteran students will not receive any educational benefits (pay) for courses previously attempted and passed. After the third repeat, approval is required from the Vice President of Instruction and Support Services to register for the course again.

### **Waiver Of Prerequisites**

Before a prerequisite may be waived, the student must document or demonstrate abilities in the subject area. The student must consult with and have approval from the appropriate Assistant Vice President of Educational Services. The approval must be forwarded to the Vice President of Instruction and Support Services for consideration and approval before waiver is granted. If the prerequisite is waived, the student must make application in the Registrar's Office to take "Credit by Examination" in the course that was waived. This proficiency exam must be taken within the quarter for which it is waived. If a student does not take and pass the exam, he/she will not be allowed to register for any courses in succeeding quarters for which the waiver was(is) prerequisite until the course is taken and passed.



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## **PROGRAMS**

### **Program (Curriculum) Change Procedures**

To change from one curriculum to another or change from special credit status: Students must request an interview with a counselor in the Counseling and Career Center to discuss changing programs. When a program change is approved by a counselor, the program change becomes effective at the beginning of the ensuing quarter.

When a student changes from one curriculum to another, any course taken in the previous program which is applicable to the new program will be carried to the new program with the grade earned in that course. After a student has completed at least fifteen credit hours (15) in the new curriculum with a grade point average of 2.0 or better in those courses, he/she may request the Registrar to reevaluate their academic record. The Registrar will evaluate the students academic record, and all courses not in the present curriculum will not be used in calculating the students grade point average.

Financial Aid and/or Veterans Education Assistance recipients should consult with the Financial Aid Officer and/or the Veterans Affairs Officer prior to requesting a program change. Not all programs are approved for benefits.

### **Program Completion Requirements**

Students are allowed a maximum of five years to complete a program. If the student does not complete the program within a five year period he/she will be required to follow the current catalog or state approved curriculum guide (if different from catalog, will appear as an addendum to the catalog) in selecting and registering for courses. Any credits over ten years old whether earned at Robeson Community College or other accredited institutions will not be counted toward meeting graduation requirements. The following list of courses will not be counted toward graduation requirements if they are over five years old: OSC 238, OSC 214, CAS 217, CAS 218, CAS 220, CAS 221, ACC 229, CSC 109, CSC 221, CSC 222, CSC 223.

Course changes within programs are generally not made more often than two years. Full-time day students enrolling under the first year of a catalog can expect to complete graduation requirements with little or no change in course offerings. Part-time students and students who enroll at some time other than the first quarter of the two-year period may experience some course changes in their programs. RCC staff and faculty will work with students to make adjustments in the affected course areas with minimal

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inconvenience to the student and without delaying the student's projected date of graduation.

### **REGISTRATION PROCEDURES/POLICIES**

Students are expected to register for course work, as well as pay tuition and fees during advertised registration times established by the Registrar. Formal registration for all curriculum courses is officially closed at the end of the third day of classes each quarter. Students registering, but failing to meet financial obligations will be removed from class roles at the close of registration each day.

Any exceptions to the registration procedures must be approved by the Assistant Vice President of Student Services and through the appropriate Educational Services Office, but only then by justifiable cause. Students may initiate Drop/Add requests only after completing the registration process (for additional information on Drop/Add procedures, please refer to section on Drop/Add in this publication.)

#### **Class Schedule**

Most classes, credit and non-credit, are scheduled between the hours of 8:00 A.M. and 11:00 P.M. Monday through Thursday, and 8:00 A.M. to 3 P.M. on Friday.

#### **Change of Name and/or Address**

In order that official records may be kept up-to-date, change of name and/or address must be reported immediately to the Records and Registration Office.

#### **Contact Hours**

The contact hours shown in the catalog are minimal. The policy of the college permits students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

#### **Credit Hours**

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of lab work, one quarter hour of credit for every three hours of shop work, and one quarter hour of credit for every ten hours of cooperative work experience.

#### **Drop/Add Procedures and Withdrawal**

A student may drop or add a course at any time within the first four scheduled class days of the quarter under the following provisions:

1. A student adding a course will be responsible for all makeup work

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required.

2. The student must contact his instructor and complete a drop/add form. The form must be signed by the appropriate instructor and returned to the Office of Records & Registration.

Through the first five weeks of the quarter, the student who withdraws or is dropped receives a grade of "W". For the remainder of the quarter the student who withdraws or is dropped will receive a "WF".

Should a student who has dropped for attendance reasons and received a grade of "WF" desire to appeal that grade he or she may do so. The appeal will be made in writing and must be documented. An appeal must be made within five weeks of the drop form submission. An example of an appropriate appeal would be extended hospitalization and a doctors note documenting the illness. The Assistant V.P. for Student Services will review the appeal and within five working days grant or deny a grade change with the approval of the course instructor. If the appeal is granted, the grade will be changed from "WF" to "W" only.

In the last eight days of the class if a student fails to attend class in accordance with prescribed policy an "I" or incomplete may be given at the discretion of the instructor. The granting of an "I" should not violate any attendance policy that requires a student be dropped.

A student withdrawing from the college during the academic year must consult with his faculty advisor and secure a withdrawal form. If the student should find it necessary and not be able to meet with his advisor, he should then contact a Student Services counselor to obtain the withdrawal form. To complete an official withdrawal, the student must obtain the instructor's signature, along with the grade, and return the withdrawal form to the Registrar's Office.

### **Financial Obligations**

Student records will not be released until financial obligations are cleared by the student.

### **Quarter System**

Robeson Community College is on a quarter system. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length. The college is in session five days and four nights a week.

### **Transfer from Day to Evening/from Evening to Day**

Students who request to transfer from day to evening classes or from evening to day classes, while a quarter is in session, must do so prior to

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the completion of the first six weeks in the quarter or prior to the date scheduled for the mid-term exam, whichever occurs first. Additionally, students must have a bona fide reason for requesting the change, i.e., change in work shifts or approval will not be granted.

### **Transfer Agreements**

Robeson Community College has transfer agreements with three four-year institutions: Campbell University, Greensboro College, and Pembroke State University. Campbell University will accept up to two full years of transfer credit. Individual RCC courses have been identified by Campbell University Officials and matched with their courses. A listing of these courses and the equivalent Campbell course for which a student will receive credit upon transfer to Campbell University can be found in the Admissions Office, the Counseling and Career Center, the Records and Registration Office, and in the Office of the Vice President of Instruction and Support Services.

Greensboro College grants credit for transfer from RCC students who have completed the associate degree in the business programs, excluding Administrative Office Technology. Upon the completion of the associate degree, two years of credit are awarded a student transferring to Greensboro College. Without completion of the degree, a student may not receive any credit or will have credits determined on an individual basis.

Robeson Community College continues to upgrade its College Transfer Program. With the recent approval of a transfer agreement with Pembroke State University, the transfer of sixty semester hours (approximate 90 quarter hours equivalent) from RCC to PSU in the General Education Program is now possible. In addition, credits from other than General Education courses may be transferred on an individual basis. Students who have obtained the Associate in Applied Science Degree in Business Administration, Business Computer Programming, Accounting, and Secretarial Science or Administrative Office Technology from RCC will be accepted at Pembroke State with sixty semester hours of transfer credit toward the Bachelor of Science in Applied Science Degree. Also, Law Enforcement Technology graduates may transfer into the Criminal Justice Curriculum at Pembroke State University.

Fayetteville State University will accept transfer credit on a case by case basis for college level courses successfully completed at Robeson Community College.

### **Transfer to Other Colleges**

Students who wish to transfer from one college to another, or to any other

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institution, should make application at the Registration and Records Office for a transcript ten days before it is needed.

The college to which the student is transferring determines the number of hours of credit it will allow transfer students. Some four-year institutions grant full credit for work completed in the community college. Students planning to transfer to a four-year college or university should check early with that institution's admissions office to determine requirements. Official transcripts will be released to other accredited and approved institutions upon written request. Official transcripts will not be released to the student.

## **SATISFACTORY ACADEMIC PROGRESS**

### **Standards of Acceptable Academic Progress**

Each student enrolled in a degree, diploma, or certificate program is expected to maintain satisfactory progress toward completion of requirements for that program. A 2.0 grade point average is required for graduation in all programs. Students are expected to maintain this average to be considered in good academic standing.

To achieve minimum academic progress, students must maintain the following minimum grade point average in relation to the number of credit hours attempted:

#### **Grade Point Average To Determine Continuance In School Two-Year Curricula**

<b>*All Quarter Hours Credit Attempted</b>	<b>Grade Point Average Below Which Student Is on Academic Probation</b>
0-22	1.3
23-42	1.5
43-62	1.7
63-81	1.9
82-100	2.0
101-over	2.0

#### **One-Year Curricula**

<b>*All Quarter Hours Credit Attempted</b>	<b>Grade Point Average Below Which Student Is on Academic Probation</b>
0-24	1.3
0-18 (Developmental Studies Only)	1.3
25-44	1.6
19-30 (Developmental Studies Only)	1.6
45-63	1.9
31-43 (Developmental Studies Only)	1.9
64-over	2.0
44-over (Developmental Studies Only)	2.0

These scales will be used as the basis for determining a student's status for purposes of academic progress at Robeson Community College and certification to the Veterans Administration; Social Security Administration; Division of Vocational Rehabilitation; student grant, loan, scholarship, and financial aid agencies; as well as other public and private agencies requiring such information. Certain curricula may have minimum course grade requirements which will be specified either in the Student Handbook or

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the department bulletin.

Each student enrolled at RCC is expected to be aware at all times of his academic status and to be responsible for knowing whether he has met the minimum academic requirements according to RCC's catalog. Furthermore, students are required to consult with their advisors once a quarter concerning academic progress. Students experiencing academic difficulty in any course(s) will be notified by the Records and Registration Office at the mid-point of each quarter.

### **Academic Advisement**

Students whose cumulative grade point average falls below those listed in the scale will be placed on academic advisement. This will not be a probation status. The student will be required to consult with his faculty advisor and counselor to review academic progress and plan a strategy for improving academic progress. Students placed on Academic Advisement are not eligible for financial aid.

A student who is on academic advisement may return to good standing by meeting the requirements outlined in the Standards of Acceptable Academic Progress or by passing at least 12 hours the next quarter of enrollment with a quarter grade point average of least 2.0. A student will remain in good standing as long as the student continues to meet the Standards of Acceptable Progress or passes at least 12 hours each quarter with a quarter grade point average of at least 2.0 per quarter enrolled.

### **Academic Probation**

Academic advisement students unsuccessful in meeting the guidelines to return to good standing will be placed on academic probation for the next quarter of enrollment. The student should consult with his/her faculty academic advisor and counselor prior to enrolling for the next term.

A student who is on academic probation may return to good standing by meeting the requirements outlined in the Standards of Acceptable Academic Progress or by passing at least 12 hours the next quarter of enrollment with a quarter grade point average of least 2.0. A student will remain in good standing as long as the student continues to meet the Standards of Acceptable Progress or passes at least 12 hours each quarter with a quarter grade point average of at least 2.0 per quarter enrolled.

While on academic probation, a student will not be allowed to participate in extracurricular activities. These activities include: holding an elected office or committee assignment in the Student Government Association, or any other activities which require the student to represent RCC officially.

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Students placed on academic probation are not eligible for financial aid.

### **Academic Suspension**

Satisfactory progress is the responsibility of the student. A student who has been on academic probation for one quarter following his quarter of academic advisement may be suspended from school.

Academic suspension will be for one quarter. At the end of one quarter, the student may apply for readmission. Students who do not attain the required grade point average for two quarters following reinstatement to the college may be suspended permanently. (See Page 48 for required grade point average)

Students may appeal notice of suspension to the Assistant Vice President of Student Services. The Assistant Vice President will meet with student, student's counselor, and faculty advisor.

### **GRADUATION REQUIREMENTS**

The Registrar reviews records for each prospective graduate to determine that all requirements and obligations have been met.

#### **Requirements and Obligations**

1. Student must submit an application for graduation to the Registrar before registering for their final quarter of study. It is the student's responsibility to complete this form. The applications are in Records and Registration.
2. Complete all required courses.
3. Transferring students must complete a minimum of fifty (50) percent of the total number of credit hours required for a certificate, diploma, or degree program at Robeson Community College.
4. Have a minimum grade point average of 2.0.
5. Pay graduation fee of \$30.00. Students approved to graduate in absentia are not exempt from this fee. (This \$30.00 fee is subject to change based on price increases from the manufacturer.)
6. Have final grades on courses originally graded "I".
7. Must have all financial obligations to the school taken care of. This includes graduation fee, Business Office, Library, or any other financial debt to the school.
8. Commencement exercises are held in June at the end of the third quarter. Any student planning to complete graduation requirements



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at the conclusion of the first, second or third quarters should pay their graduation fee by no later than March 1. Students planning to graduate at the end of the fourth quarter (Summer) should pay their graduation fee by the end of May. Graduates who do not pay this fee will be denied transcript services until such time it is paid.

### **Diplomas**

Upon graduation, students should check for errors in the spelling of their name on diplomas. Any corrections must be filed with the Records and Registration Office within 30 calendar days after graduation.

The replacing of a diploma for any reason after that time will be at the student's expense.

### **Criteria for Graduating with Honors**

Graduates who have earned a grade point average of 3.5 and above with no grade lower than a "C" and have completed at least half of their degree or diploma requirements in residence at Robeson Community College will be granted a degree or diploma with an honors seal on it.

The graduate(s) with the highest grade point average in a technical program and the graduate(s) with the highest grade point average in a vocational program will be recognized at graduation. Eligible programs of study from which students will be recognized are those which include academic subjects in the program of study and those which meet the minimum requirement of three quarters in length.

### **Marshals**

Marshals consist of the seven students from the two-year programs with the highest academic average at the end of the spring quarter if their curriculum is six quarters. Students in a seven quarter curriculum must also be registered for the summer quarter. Part-time students who do not lack more than ten courses at the end of the current summer quarter are considered in the selection of marshals for graduation. No student shall serve as a marshal more than one time in the same program of study. The chief marshal shall be the senior student with the highest academic average. In addition, transfer students must have completed twenty-five quarter hours in their major at Robeson Community College.

### **Additional Requirements for Graduation**

Robeson Community College is not obligated to offer courses not listed in the current catalog. Those students not continuously enrolled are required to meet the graduation requirements of the catalog that is current at the time of their reenrollment.

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**Honors**

The Honor's List and President's List are published at the end of each quarter.

**Criteria for President's List**

**Technical and College Transfer:** All full-time students enrolled in the two year associate programs achieving a grade point average of 4.0 for the quarter.

**Vocational:** All full-time students enrolled in one year vocational programs achieving a grade point average of 4.0 for the quarter.

**Criteria for Honor's List**

**Technical and College Transfer:** All full-time students enrolled in two year associate degree programs achieving a grade point average of 3.5 and above with no grade lower than "C" for the quarter.

**Noncontinuous Enrollment**

Noncontinuous enrollment is defined as not being enrolled for a period of one calendar year or longer. Upon reenrollment the student must comply with the requirements of the catalog that is current at the time of reenrollment.

# Expenses

## STUDENT FINANCES

Robeson Community College receives financial assistance from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the Department of Community Colleges and are subject to change without notice. The payment of tuition and fees each quarter is required at registration.

## RESIDENCY REQUIREMENTS

Tuition fees are governed according to in-state or out-of-state residency, and according to full-time or part-time status.

To qualify for in-state tuition rates, a student must have lived in North Carolina for at least 12 months immediately prior to his/her enrollment at RCC. Residing outside the state while in service does not necessarily change residency status. Proof of residency rests with the student.

Regulations concerning the classification of students by residency for purposes of applicable tuition differentials are set forth in detail in **A Manual to Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.**

Each enrolled student is responsible for knowing the administrative statement of policy on this subject. Copies of the manual are available on request in the Admissions Office, the Business Office, and in the Library.

## TUITION

	Full-time (12 or more credit hours)			Part-time (Less than 12 credit hours)
	12 hours	13 hours	14+ hours	
In-state	\$159.00	\$172.25	\$185.50	\$ 13.25 per credit hour
Out-of-state	\$1,290.00	\$1,397.50	\$1,505.00	\$107.50 per credit hour

**Tuition Rates are Subject to Change Without Notice.**

## FEES

### Breakage Fee

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of said students. They will be required to pay for damages to such items and may be subject to disciplinary action.

### Graduation Fee

A graduation fee of \$30 is charged each graduate. This fee is paid during the student's final quarter of study at RCC prior to graduation exercises. This fee is not refundable. **Note: Graduation Fee Subject to Change Based on Price Increases From the Manufacturer.**

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**Laboratory Fee**

A \$10.00 lab fee is charged for each physical or biological science course with a laboratory component. The laboratory fee is non-refundable.

**Late Registration Fee**

A late registration fee of \$5 may be charged all students who register after the announced registration time.

**Student Activity Fee**

Each student enrolled in 12 quarter credit hours or more (full-time status) will pay a \$6.00 student activity fee per quarter. Part-time students (less than 12 quarter hours credit) will pay an activity fee of \$3.00 per quarter.

The activity fee is due and payable in the above stated amount at the time of registration for each quarter. The fee is non-refundable.

For all full-time and part-time curriculum students, a portion of the activity fee will go towards accident insurance. This accident policy covers only bodily injuries caused by school related accidents while attending school during the hours and on days when school is in session.

The remainder of the student activity fee is to be used by the Student Government Association for such items as entertainment, athletic equipment, i.d. cards, conventions, and other appropriate activities.

**Transcript Service and Fee**

Students needing a copy of their transcript from Robeson Community College should make application to the Records and Registration Office ten days before it is needed. Transcripts are normally issued on Thursday of each week. Transcripts will be mailed directly to the student, person, or organization named on the Transcript Request Form or an unofficial copy may be issued directly to the student. Two transcripts of the student's record are furnished free. Additional copies are \$1.00 each.

Robeson Community College will not issue a copy of a transcript for any student who has an existing financial obligation to the school. However, this does not prevent the student from inspecting or reviewing his record.

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## **INSURANCE**

### **Malpractice Insurance**

Allied Health programs and cosmetology students must purchase malpractice insurance. Coverage on a group plan is available at an annual rate which may vary from year to year. The student will be notified fall quarter of the appropriate rate.

### **Student Insurance**

Accident insurance covering the student during school hours is currently available each quarter. The cost is covered from the activity fee for all curriculum students, full-time and part-time. It is a limited policy covering only bodily injuries caused by school-related accidents. Contact the Business Office for more information concerning coverage. All claims should be reported to the Business Office.

## **OTHER EXPENSES**

### **Textbooks**

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per quarter is \$100 for diploma programs and \$200 for degree programs.

### **Commencement Invitations**

Students may order invitations and personal cards when measured for caps and gowns. The charge for invitations and cards is paid by the student.

### **College Ring**

Students may purchase school rings after completing half the credit hours required for graduation. A check with the Registrar and subsequent approval must be obtained prior to placing orders.

## **REFUND POLICY**

### **Statewide Refund Policy for all North Carolina Community Colleges:**

1. A preregistered curriculum student who officially withdraws from the college prior to the first day of the college's academic quarter will be eligible for a 100 percent tuition refund, if requested.
2. A preregistered student who officially withdraws from a curriculum class prior to the day the class begins will be eligible for a 100 percent tuition refund, if requested.
3. A 75 percent refund may be made upon request of the student if the student officially withdraws from the class(es) prior to or on the 20 percent point of the class(es) or the 20 percent point of the quarter if the student officially withdraws from the College.

# Financial Assistance

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Robeson Community College's financial aid program exists to ensure that no qualified student will be denied the opportunity to continue his education because of economic disadvantages. Through a program of loans, grants, scholarships, work-study positions, and part-time employment, the student enrolled at RCC is able to supplement his own resources and those of his family to complete a course of study. The Student Financial Aid Office firmly believes that the primary responsibility for financing the student's education rests with the family.

The family is expected to contribute according to its income and assets, just as the student is expected to share in this responsibility through savings, summer work, and part-time employment if necessary.

All federal aid programs require the assessment of financial need based on parental ability to contribute toward the educational expenses.

The student is the focus of the program in the Student Financial Aid Office. Every effort is made to be of genuine assistance in helping the student resolve his financial difficulties.

Robeson Community College accepts the Free Application for Federal Student Aid Form. Application forms and additional information may be received by writing or visiting the Financial Aid Office. Free Application for Federal Student Aid Forms can also be obtained from your High School Counselor.

## GRANTS

### Federal Pell Grants

Federal Pell Grant is a federal aid program providing funds to students enrolled at approved colleges, community and junior colleges, universities, vocational-technical schools, hospital schools of nursing, and other approved post-secondary educational institutions. Grants normally cover four years of undergraduate study and are intended to be the foundation of a student's financial aid package. Federal Pell Grant is gift aid and no repayment is required.

Awards are based on demonstrated financial need, which is determined by a national formula applied uniformly to all applicants. The level of Federal Pell Grant funding is determined by federal appropriations.

Federal Pell Grant application forms are available from Federal Pell Grants, P. O. Box 4032, Iowa City, Iowa 52243; or from the Financial Aid Office, RCC, Lumberton, N.C. 28359.

Federal Pell Grant will mail to you at the address you list on the form a

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three-page document called a "Student Aid Report". This report tells you whether or not you are eligible and instructs you to take all three copies of this form to the Financial Aid Office at the school you will be attending.

For you to receive Federal Pell Grant funds, RCC must have all three copies of the Student Aid Report. Also, students must complete all the verification and validation requirements.

Processed forms received by the Financial Aid Office before August 1 will be processed in time for you to be approved at the fall quarter registration. You must not owe a refund for grants previously received for educational purposes. You must maintain Satisfactory Academic Progress (see Academic Policies and Procedures).

#### **North Carolina Student Incentive Grant (NCSIG)**

Legal residents of North Carolina accepted for enrollment in an undergraduate program of study may apply. The amount of each grant is based on the individual student's demonstrated financial need in relation to resources and cost of education, but may not exceed \$1500 per academic year. Applications must be received no later than March 15. Applications received after March 15 will be processed if funds are available. The program is administered through the N.C. State Education Assistance Authority by College Foundation, Inc. To apply for the NCSIG, a student must complete the Free Application for Federal Student Aid Form.

#### **Federal Supplement Educational Opportunity Grant (SEOG)**

Funds for this program are provided by the Federal Government. The awards are made by the Financial Aid Office to a limited number of students with financial need who without the grant would not be able to attend school. Federal SEOG funds are awarded on a first-come, first-served basis to students based on need.

In order to be considered the applicant must be an undergraduate student who has not previously received a bachelor's degree.

To be eligible for a Federal SEOG, the student must be enrolled or accepted for enrollment on at least a half-time basis and making satisfactory progress in the course of study you are pursuing.

You must be a United States citizen or a permanent resident. To apply, you must complete and turn in a Free Application for Federal Student Aid Form.

#### **SCHOLARSHIPS**

Robeson Community College receives sixteen (16) scholarships through the Department of Community College. Scholarships are awarded to

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students based on financial need and academic programs.

**Scholarships Are Provided By The Following:**

Wachovia—Two (2) scholarships @ \$500 each.

Southern Bell—Two (2) scholarships @ \$500 each.

Carolina Telephone—Two (2) scholarships @ \$500 each.

Carolina Power & Light Company—One (1) scholarship @ \$500.

Carolina Power & Light Company—One (1) scholarship @ \$750.

Community College Scholarship—Seven (7) scholarships @ \$556.50 each.

Honorable W. G. (Bill) Hefner Scholarship—One (1) scholarship @ \$500.

**RCC Academic Adult High School Scholarships**

Robeson Community College awards a one year scholarship to each recipient scoring the highest grade on the North Carolina Competency Test from individual Adult High School classes sponsored by RCC. Each scholarship covers tuition and activity fee for recipients enrolling at RCC in the following academic year.

**RCC Foundation Scholarships and Grants**

A number of scholarships and grants are offered to students attending Robeson Community College by civic organizations, service clubs, and individuals donors. These awards are made on the basis of need, subject to the availability of funds. No award is made until a student has completed all admission requirements and has been accepted for enrollment. All awards are subject to the final approval of the Financial Aid Committee which is composed of three representatives from the faculty, one representative from the Business Office, and the Financial Aid Officer. The committee meets periodically to consider requests and to make awards. Students who encounter financial difficulty at any time should confer with the Financial Aid Officer in Student Services.

**RCC Foundation Scholarships for High School Seniors**

Each year one (1) graduating senior from the individual Public Schools of Robeson County attending Robeson Community College will receive the RCC Foundation Scholarship for High School Seniors. The scholarships are valued at \$1,000 per recipient and will be applied to the student's tuition, activity fee, and books at RCC.

The recipients are selected by the Principal or his/her designated individual at each school. Contact your high school counselor for more information.



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## **EMPLOYMENT**

### **Federal Work-Study Program**

The Federal Work-Study Program provides part-time jobs for students who have great financial need and who must earn part of their educational expenses. The Federal Government provides funds to educational institutions which in turn have jobs available for students. At RCC, students work in a variety of offices and departments with their work schedule built around their academic schedule. Students may work up to 15 hours weekly while attending class full-time. Eligibility is determined by enrollment and financial need. For more information, contact the Financial Aid Office.

## **LOANS**

### **College Foundation, Inc. (FEDERALLY INSURED LOANS)**

Legal residents of North Carolina enrolled full-time may borrow through College Foundation for undergraduate study or vocational-technical training. The maximum loan for an academic year cannot exceed the total cost of education less other financial aid received. The annual percentage rate is nine percent simple interest. Applications should be received by College Foundation at least 90 days prior to the beginning of a school term to ensure notification before registration. For more information, contact the Financial Aid Office.

### **Nursing Scholarship Loans**

Scholarship loans are available to students enrolled in the Associate Degree Nursing Program. The scholarships loan amount range from \$2500 to \$3000 per year.

Scholarship loans are administered by the North Carolina State Education Assistance Authority, Chapel Hill, N.C. For more information, contact the Financial Aid Office.

### **Southeastern General Hospital Loans**

A limited number of loans are available to students enrolled in the ADN Program through Southeastern General Hospital. Students should contact the Financial Aid Office at RCC for specifics concerning these loans.

## **OTHER PROGRAMS**

### **Dependent's and Survivors Educational Assistance**

Dependent's and Survivors program is a federal program that provides up to 45 months of educational benefits to children, wives, and widows of veterans who died or were permanently and totally disabled while serving in the Armed Forces. For application contact the Counseling and Career Center in Student Services.

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### **National Guard Tuition Assistance Program**

Members of the North Carolina National Guard may be eligible to receive tuition assistance for attending RCC. Contact your local unit for information.

### **North Carolina War Orphan Program**

The North Carolina War Orphan Program provides funds to institutions for the waiver of tuition for children of totally disabled or deceased North Carolina War Veterans. Veterans must be 100 percent disabled and their disability does not necessarily have to be war related. To apply, contact the Office of Counseling and Career Services.

### **Veterans Educational Benefits**

There are several Educational Programs for those service men and women once they leave the military and enter civilian life; NEW G.I. BILL (CHP. 30), VEAP (CHP. 32), NEW SELECTED RESERVE (CHP. 106), ACTIVE DUTY EDUCATIONAL ASSISTANCE PROGRAM.

Benefits must be used within 10 years of date of discharge. A Veteran's total months of eligibility is determined by the total number of service and monetary contribution.

### **Vocational Rehabilitation**

The Vocational Rehabilitation Program provides educational assistance for individuals with physical or mental disabilities.

Eligibility is determined by a general medical examination from a medical doctor in accordance with the Vocational Rehabilitation Program. (For further information on eligibility, consult your Vocational Rehabilitation Office.)

### **Vocational Rehabilitation for Disabled Veterans**

Veterans Vocational Rehabilitation is designed to provide all services and assistance necessary to enable Veterans with a service-connected disability to achieve maximum independence in daily living; to become employable and obtain and maintain suitable employment.

Basic entitlement is based on service connected disability for which you are receiving, or could elect to receive VA Compensation; VA determines a need to overcome employment handicap, or to improve your capacity for independent living; you were discharged from service under other than dishonorable conditions.

Period of eligibility is up to 12 years after date of notification of entitlement to VA compensation. Up to 48 months of rehabilitation and assistance may be authorized.

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Contact the Counseling and Career Center for an application.

**Jobs Training Partnership Act (JTPA)**

Funds may be available to qualifying students from low-income families enrolled in a one-year curriculum program and students enrolled in the second year of a two-year curriculum program

**Lumbee Regional Development Association (LRDA)**

Funds are available for qualifying students from low-income families through LRDA. Contact the LRDA offices in Pembroke, N.C.

**Telamon Corporation**

Funds are available for qualifying students from low-income families through Telamon. The student is paid a training allowance plus cost of tuition, fees, and books. Contact the Telamon Office in Lumberton, N.C.

# Veteran Affairs

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For the Veteran Affairs Office to operate effectively, it is essential that each veteran becomes knowledgeable of certain operating procedures.

This section of the handbook is designed to explain some of those procedures. Veterans are urged to become completely knowledgeable of its contents.

It is important for each veteran to know how he is certified to the VA in order that he may carry the proper credit or contact hour load to receive the benefits he expects. Each type of certification will be explained below. The Veteran Affairs Officer can answer specific certification questions.

In some cases, veterans may take electives to meet the necessary credit or contact hour load required to be full-time. Veterans should see the Veteran Affairs Officer before the quarter begins or during registration to insure that they have the correct number of credit hours or contact hours.

Veterans receive a monthly benefit only after they have attended school for that month.

## **CERTIFICATION OF ATTENDANCE**

Veterans enrolled in the vocational curricula and all Montgomery G.I. Bill (Chp. 30) recipients will receive a certification of attendance form each month following their check. This form must be dated, signed and returned before the next month check will be issued.

## **CERTIFICATION CATEGORIES FOR VETERANS**

**Associate in Applied Science Degree.** Veterans in this category are certified to the Veterans Administration on a credit hour basis. The VA requires a minimum of 12 credit hours for full-time benefits. Three-quarter time would be a minimum of 9 credit hours, and half-time would be a minimum of 6 credit hours. Less than 5 credit hours qualifies the veteran only for tuition and fees.

**Vocational Curricula.** Veterans in this category are certified to the VA on a contact or class hour basis. A minimum of 12 credit hours and 22 clock hours are required for a vocational student to be full-time.

**High School Equivalency.** Veterans in this category are certified to the VA on a contact hour basis; 18 contact hours are required for full-time benefits.

## **CHANGE OF PROGRAM**

There are occasions when a veteran may complete a curriculum and enroll into another curriculum during the school year. When this happens, the veteran should report to the Veteran Affairs Office and complete VA form

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21E-1995. Also, if he/she transfers to another school, the school to which he/she is transferring will assist in the completion of this form.

### **MARITAL STATUS**

If an enrolled veteran gets married, the VA should be notified immediately. This may be done by sending the Veterans Administration a copy of the marriage license.

### **REPEATED COURSES**

For pay purposes only, by law, no veteran may receive educational assistance allowance for any course being repeated that is necessary for graduation due to failing or low marks unless all marks previously earned are used to compute the overall grade point average. Neither will a veteran student be paid for a course out of his curriculum, nor for a course previously taken in another curriculum.

### **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory academic progress is the same for veterans and non-veterans. Please see Academic Requirements noted in this publication on page 00.

### **STUDENT STATUS**

If a veteran increases or decreases his credit hour load, VA form 22-1999B must be completed by the Veteran Affairs Officer.

### **SUPPORT OF CLAIM**

To claim dependents, birth certificates are required.

### **TERMINATION**

The Veteran Affairs Officer must be notified immediately if a veteran withdraws from school. The veteran is responsible for this information reaching the Veteran Affairs Officer promptly.

Veterans who are terminated to the Veterans Administration for pay purposes for unsatisfactory progress and/or conduct must go through counseling before they can be reinstated for pay purposes.

Veterans who are terminated to the Veterans Administration due to absences during any part of the term may not be reinstated for pay purposes until the beginning of the next term unless there are extenuating circumstances causing the absences that are beyond control of the veteran. Veterans whose pay is terminated to the Veterans Administration because of unsatisfactory attendance, need not go through counseling to be reinstated at the beginning of the next term.

# Student Activities

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Robeson Community College encourages and supports student participation in a wide variety of extra curricula activities designed to complement the classroom experience. The RCC Student Government Association is responsible for promoting the general welfare of the college, encouraging student involvement in the governance of the SGA, providing avenues for student input in institutional decision making and promoting communication between students, staff, and faculty. Composed of all currently enrolled curriculum students, the SGA provides direction, guidance, and oversight of the activity budget.

As a means of facilitating student involvement in campus decision making, students are encouraged and invited to participate in various standing committees, advisory committees, and ad hoc committees. The President of the Student Government Association serves as an ex officio nonvoting member of the RCC Board of Trustees. Other standing committees in which students serve as members include: Planning Council, Student Affairs Committee, Student Hearing Board, and the Resource Services Committee.

To get involved in campus governance, students are encouraged to contact elected officers of the Student Government Association or the faculty/staff advisor for the SGA.

## STUDENT GOVERNMENT

The Student Government Association is composed of all curriculum students who are enrolled at Robeson Community College. All SGA members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their organization.

The President of the SGA is elected in May of each year. Other officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences of the Student Government Association in the North Carolina Community College System.

A budget governing the student activity fee for the following school year is recommended by the SGA in the spring. The budget usually covers special projects, student insurance, socials, and dances.

## Dances

Several dances under the sponsorship of the SGA are held each year depending on the wishes of the students. A portion of the activity fee is

budgeted to cover costs.

### **Student Publications**

Student publications must be approved and controlled by the Student Government Association and the administration. Misuse or abuse of such publications may cause termination or abolishment of a designated publication.

### **Athletics**

Athletics are available on a limited basis at RCC. A strong intramural program is encouraged. The RCC campus provides room for expansion and is adding to those activities requested that are within budgetary limits and school policy.

### **Special Events**

The Student Government may sponsor other activities such as socials, films, speakers, and related activities that are of interest to the students. When such occasions arise, students are notified in advance and are encouraged to participate.

# **Student Government Constitution**

Any student who runs for a SGA office must maintain a high standard for the school by upholding high standards and unquestionable personal conduct. Any student who has admitted to or been convicted of a felony is ineligible to run for an office or to remain in one of the elected offices. A prospective candidate for an office must be a full-time curriculum student. He/She must be free of any financial obligations to the college.

## **SGA CONSTITUTION**

### **PREAMBLE**

We, the students of Robeson Community College, in order to foster a spirit of cooperation among students and faculty, coordinate and regulate student activities, maintain a high standard for the school by upholding high standards and personal conduct, promote and encourage activities for the best interest of the school, and develop good citizens through experience in government, do hereby establish this constitution for the Student Government of Robeson Community College.

### **ARTICLE I**

#### **NAMES AND OBJECTIVES OF ORGANIZATION**

##### **Section A**

The organization shall be known as the Student Government Association. There shall be a smaller body, consisting of student representatives and officers, which shall be known as the Student Council.

##### **Section B**

The purpose of the organization shall be to foster a spirit of cooperation among students and faculty; to coordinate and regulate student activities; to maintain a high standard for the school by upholding high standards of personal conduct; to promote and encourage activities for the best interest of the school; to develop good citizenship through experiences in government.

### **ARTICLE II-QUALIFICATIONS OF MEMBERS**

##### **Section A**

The members of the Student Government Association shall consist of all students enrolled in curriculum credit courses who pay an activity fee.

##### **Section B**

The members of the Student Council shall consist of one representative



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from each curriculum and the five elected officers.

### **Section C**

The term of office for all members of the Student Council shall be one year.

### **Section D**

There shall be a faculty advisor selected by the administration of the college.

### **Section E**

The SGA Executive Committee members and SGA representatives must attend all meetings or have a legitimate excuse for not doing so. A member who does not attend regularly may be asked to resign the position.

### **Section F**

If SGA representatives cannot be present at a meeting, with a legitimate reason, they must assign someone to attend in their place.

## **ARTICLE III-OFFICERS, THEIR ELECTION AND DUTIES**

### **Section A**

The officers of the Student Government Association shall be elected by Australian ballot during the month of October.

### **Section B**

The representatives shall be elected by SGA members of their specific curriculums.

### **Section C**

The duties of President of the SGA shall be:

- (1) to acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, bylaws, and standing rules of the organization;
- (2) to serve as chief executive officer of the organization;
- (3) to preside over all the meetings of the Executive Committee and the SGA;
- (4) to appoint, with the consent of two-thirds of the Executive Committee, all persons to fill the unexpired terms of elected officers, should vacancies occur;
- (5) to appoint, with the consent of the Executive Committee, the chairmen of all standing committees;

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- (6) to serve as an ex-officio member of such committees if he so chooses;
  - (7) to have knowledge of the records and monies of the organization;
  - (8) to perform all other functions pertaining to the office;
  - (9) to call periodic meetings of the Executive Committee and the Student Council at his discretion;

#### **Section D**

The duties of the Vice President of the SGA shall be:

- (1) assume the duties of the President should the President, for any reason, be unable to meet his duties;
- (2) to fulfill any duties as delegated by the President;
- (3) to chair any important committee.

#### **Section E**

The duties of the Secretary of the SGA shall be:

- (1) to maintain the records of the SGA;
- (2) to serve as recorder of the Executive Committee;
- (3) to distribute a copy of the minutes of the Executive Committee and the SGA meetings to all members;
- (4) to assist in all other areas that the Executive Committee may deem desirable;
- (5) to inform all members of the time and place of scheduled meetings;
- (6) to file copies of records and minutes in the office of the faculty advisor;

#### **Section F**

The duties of the Treasurer of SGA shall be:

- (1) to receive monies from student-sponsored activities and to deliver these monies to the Business Office for deposit;
- (2) to keep a record of expenditures and receipts, and make a report of the finances at each meeting of the SGA.

#### **Section G**

The duties of the Parliamentarian of the SGA shall be:

- (1) to maintain parliamentary order at meetings of the SGA;
- (2) to serve as an advisor for any procedural problems;

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- (3) to assist in all other areas that the Executive Committee may deem desirable;
  - (4) to maintain adherence to the rules in the Robert's Rules of Order in all cases to which these are applicable, and in which they are not inconsistent with the bylaws of the SGA.

#### **Section H**

The duties of the representative of the SGA shall be:

- (1) to attend all meetings and to report to the students of their respective curriculum the proceedings of the SGA meetings;
- (2) to report to the Student Council any suggestions made by the students of his/her curriculum;
- (3) to participate in all student functions.

### **ARTICLE IV-MEETINGS OF THE ORGANIZATION**

#### **Section A**

The Student Council shall meet whenever it is necessary in order to carry on the business of the SGA. The President of the SGA shall call the meetings and shall be responsible for giving proper notice to all members of the Student Council.

### **ARTICLE V-AMENDMENTS**

#### **Section A**

An amendment to this constitution may be adopted by a three-fourths vote of the student body present and voting.

#### **Bylaws**

### **ARTICLE-I QUALIFICATIONS AND ELECTION OF OFFICERS**

#### **Section A**

The President of the Student Government Association shall be any first year student of a two-year curriculum who is enrolled full-time.

#### **Section B**

The Vice President of the Student Government Association shall be any member of the SGA who is enrolled full-time.

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**Section C**

The Secretary of the Student Government Association shall be any member of the SGA who is enrolled full-time.

**Section D**

The Treasurer of the Student Government Association shall be any member of the SGA who is enrolled full-time.

**Section E**

The Parliamentarian of the Student Government Association shall be any member of the SGA who is enrolled full-time.

**Section F**

The election of all officers of the SGA, except the President of the SGA, shall be held in October. The elections shall be decided by a majority of the votes cast.

**Section G**

To run for an office, a candidate must have signatures of at least 10% of the voting membership.

**Section H**

Installation of officers and representatives will take place at an assembly within two weeks after their election to office.

**Section I**

To run for an office, a student must have a minimum GPA of 2.0 and maintain this minimum GPA during his term of office. An incoming freshman who has not earned a GPA, must earn it by the end of his first quarter and maintain a GPA of 2.0 to remain in office. Failure to maintain a 2.0 GPA will result in replacement of an officer with appointment of a new officer by the means prescribed in Article III, Section C, Item 4.

## **ARTICLE II-RULES**

The rules contained in Robert's Rules of Order shall govern in all cases to which they are not inconsistent with these bylaws.

## **ARTICLE III-AMENDMENTS**

These bylaws may be amended at any regular or special meeting by a vote of two-thirds of the members present and voting, provided previous notice has been given in calling the meeting.

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## ARTICLE IV-COMMITTEES AND THEIR RULES

### Section A

There shall be an Executive Committee consisting of the five officers of the SGA. The duties of the Executive Committee shall be as follows:

- (1) to plan the agenda, time and place of meeting;
- (2) to call special meetings upon petition of a majority of members;
- (3) to interpret the constitution;
- (4) to maintain close liaison with the school administration and with the Student Council advisors.

### Section B

There shall be a Constitution Committee, the duty of which shall be to review the constitution periodically and to propose any changes deemed necessary.

### Section C

There shall be a Publicity Committee, the duty of which shall be to inform all students of the Student Government activities.

### Section D

There shall be an Activities Committee, the duty of which shall be to plan activities to help promote school spirit.

### Section E

There will be an SGA suggestion box in the Student Lounge at all times. Therefore, SGA will know where SGA improvements are needed.

### Section F

If the SGA Executive Committee and SGA representative feel that a member of the SGA is not fulfilling his/her duties, they will, therefore, vote and if the majority feels the same, the person will be asked to give up this position.

# Helpful Aids Available to Students

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## **Alumni Affairs**

RCC Alumni are special guests at SGA sponsored functions, as well as other functions sponsored by RCC. The Student Services Staff regularly communicates with RCC Alumni through newsletters, surveys, etc.

## **Bulletin Board Communication**

Bulletin boards are used for official communication of the college. Students are expected to read announcements daily to keep informed about pertinent information. Bulletin boards are located throughout the campus. Prior to the posting of information, approval must be granted. For all academic related facilities, contact Educational Services. For posting of information in the Student Center, contact Records and Registration.

## **Emergency Notification**

Emergency telephone calls and messages for students are handled by counselors in the Office of Counseling and Career. Only messages that are emergency in nature will be delivered to students. Any person requesting an emergency message delivered to a student may be asked the details of the emergency in order to assist the counselor in addressing the emergency.

## **Health Service**

Robeson Community College maintains no health facilities other than first aid equipment. Emergency facilities are available in Lumberton at Southeastern Regional Medical Center, Robeson County Emergency Medical Service, and the Lumberton Rescue Unit nearby. In case of emergency, notify the instructor or a counselor in the Counseling and Career Development Office immediately (Building 13).

## **Lost and Found**

Lost and found articles are handled in the Office of Records and Registration. Items found should be turned in promptly.

## **School Colors**

The school colors are royal blue and white.

## **Telephone**

Pay telephones are located in the entryway near the Student Lounge in the Student Center and in Buildings 7, 11, 12, & 14 for making local and long distance calls. RCC business telephones may not be used by students for making outgoing telephone calls.

# Campus Standards

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## **POLICIES GOVERNING STUDENT MISCONDUCT**

### **Preamble**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

### **Student Code of Conduct**

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following Campus Standards are expected to be observed while on

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campus or at college-sponsored, off-campus events. Violations of these Campus Standards will result in disciplinary actions which may include suspension or expulsion from Robeson Community College:

**Rule 1.** The college reserves the option to refer cases involving violations of local, state, and/or federal laws to appropriate officials off campus.

**Rule 2. Academic Dishonesty** - Cheating and plagiarism are dishonest, deceiving, and both are considered serious offenses. Extreme care should be taken to ensure that all work completed measures up to a standard of honesty. The faculty member directly concerned may deal with this offense through disciplinary actions (such as failure on the assignment), file charges under the Campus Standards, or may refer the matter to the division chair.

**Rule 3. Alcohol** - The primary goal of Robeson Community College is to provide an atmosphere where students can achieve their educational goals. As a result, the possession or use of alcohol is prohibited on campus and at college-sponsored events off campus. Alcohol abuse which results in public intoxication, destruction of property, abuse of or personal injury to an individual, litter, or misconduct of any kind, is a violation of the alcohol policy. Being under the influence of alcohol is not a valid reason for inappropriate behavior.

**Rule 4. Arson** - Tampering with fire alarm systems and/or safety equipment or intentionally lighting a fire on college property is strictly prohibited.

**Rule 5. Assault** - Malicious assault, physical abuse, or verbal harassment of any person on campus will not be tolerated. This includes physical or verbal actions which threaten or endanger the health and/or safety of any such persons.

**Rule 6. Complicity in Standards Violation** - Any student who is aware that a violation of any standard, regulation, law, or ordinance is about to occur or is taking place shall make some reasonable effort to stop the offense or notify a college staff member immediately.

**Rule 7. Disorderly Conduct** - Robeson Community College students are expected to act in an orderly and responsible manner. Therefore, students may not be involved in such actions as physical restriction, coercion, or intimidation of any person on campus; participation in or encouragement of any effort to disrupt any class or other college functions; disrespect, belligerence, or racial prejudice toward any college staff member (instructional or noninstructional), any student in a supervisory capacity, or a fellow student. Indecent or obscene language or behavior will result in disciplinary action.



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**Rule 8. Failure to Comply with Judicial Action** - Students who are notified of judicial-related appointments and who fail to attend the scheduled meeting/hearing will be subject to disciplinary action. Students who cannot attend a scheduled meeting or hearing should contact the Assistant Vice President of Student Services at least twenty-four (24) hours in advance.

Violations of penalties rendered by Robeson Community College will be considered very serious violations of the Campus Standards.

**Rule 9. Forgery** - Forgery, alteration or misuse of college documents, deceive records, or instruments of identification with intent to deceive will be considered a violation of the Campus Standards.

**Rule 10. Gambling** - Gambling is not permitted on campus property or at college-sponsored events off campus.

**Rule 11. Narcotics, Stimulant Drugs** - The possession, use, or sale of illegal drugs, stimulants, hallucinogens, depressants, or any other illegal substance will be a violation of Robeson Community College Campus Standards. The definition of possession of dangerous drugs includes the presence of such materials on the student's person, among the property owned by the student, or among such school property as is being used by the student.

**Rule 12. Responsibility** - Each student is responsible for his/her own actions on the Robeson Community College campus or at college-sponsored events off campus. Students are required to carry identification cards issued by the college and must identify themselves to college officials upon request.

All visitors to the campus are required to observe these standards of the college. Hosts/hostesses of visitors are responsible for the actions of their guests on the Robeson Community College campus or at college-sponsored events off campus.

**Rule 13. Sales, Solicitations, or Distributions** - No sales, solicitations, or distributions of any kind shall be made on college property or at any college-sponsored events except those which are approved in advance by Business Services.

**Rule 14. Theft** - Theft of college property, property of a member of the college community, a campus visitor on college property or attending a college function off campus is strictly prohibited.

**Rule 15. Tobacco** - Smoking and/or using other forms of tobacco products are not permitted in classrooms, shops, labs, or other unauthorized areas.

**Rule 16. Unauthorized Programs** - Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to persons or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive, or disruptive to the educational process or institutional functions of the college; and/or remaining at the scene of such an assembly after being asked to leave by a representative of the college staff is strictly prohibited.

**Rule 17. Vandalism** - Malicious destruction of public or private property on campus will be considered a violation of the Campus Standards.

**Rule 18. Weapons** - Possession or use of any firearms, incendiary devices, or explosives are prohibited on college property. Prior permission must be obtained where weapons are authorized for possession/use in a college-approved activity. This standard includes possession in a vehicle located on college property.

### **HEARING PROCEDURES**

All violations of the Robeson Community College Campus Standards will be handled by administrative action and when necessary through judicial procedures. When a student violates a Campus Standard, he/she is expected to accept responsibility for his/her actions.

The establishment, interpretation, and enforcement of Campus Standards is designed to assist each student in the realization of educational goals and to assist in providing an environment in which every student may achieve their potential. Hence, disciplinary actions vary according to the situation. Each action taken as a result of a Campus Standards violation must be tailored to fit the circumstances of the situation.

The disciplinary history of an individual student remains active throughout his/her period of enrollment at Robeson Community College. Thus, disciplinary violations carry over from quarter to quarter and may impact on determining appropriate sanctions after a decision of guilt has been rendered in reviewing an incident.

Under normal conditions, the following principles, guidelines, and procedures prevail in dealing with violations of Campus Standards:

#### **Incident/Notification**

Any alleged violation shall be reported immediately to the Assistant Vice President of Student Services. Students will be accorded due process in all disciplinary proceedings.

The student charged with alleged violation(s) will be notified in writing of

the specific charges, the process followed by the college in the investigation of the charges, and information concerning student rights/privileges. The Assistant Vice President of Student Services will initiate the written notification to the student charged with the alleged violation(s) within three (3) school days of the receipt of the complaint. The student must make a conference appointment with the appropriate official as outlined in the written notification to discuss the incident.

### **Conference Guidelines**

It will be the responsibility of the Assistant Vice President of Student Services or his/her designee to act as a reviewer for the alleged incident. He/she will review all written materials concerning the incident, talk with witnesses, staff persons involved, etc., who have clarifying information, and review these findings with the student charged with violation(s).

Upon discussing the situation with the student and reviewing the findings with the student, the Assistant Vice President of Student Services will have the following options to develop/implement:

- (a) Dismiss the alleged violation(s) because of insufficient evidence, obvious innocence of the charges, etc.
- (b) Find the student guilty of the violation. Then the penalty which is appropriate for the violation(s) will be issued. Any extenuating circumstances will be taken into account in determining the penalty.
- (c) Due to the complexity of the alleged violation(s) or previous incident(s), the incident may be referred to the Campus Standards Committee for action.
- (d) Due to the seriousness of the alleged violation(s) and/or the possible threat to the welfare of the college community, the student may be suspended from the college immediately.

At the conclusion of whichever option is implemented by the Assistant Vice President of Student Services or his/her designee, the student will be provided with a copy of the decision, his/her requirements in working toward fulfilling the stated penalty, and appeal options to follow.

Upon written notification, a student may request a hearing by the Campus Standards Committee if that written notification is made within five (5) school days following the decision of the Assistant Vice President for Student Services.

### **CAMPUS STANDARDS COMMITTEE**

**Committee Memberships** - The Committee will consist of members from the faculty, staff, and students. The faculty and staff members of the

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Committee will be appointed by the college President. Student members will be nominated by the President of the Student Government Association along with being confirmed by the Executive Council of the Student Government Association, and approved by the President of the college.

The Campus Standards Committee will be composed of two faculty members, two staff members, and two students. The college President will appoint one administrator to serve as Committee chairperson, who will vote only in cases of a tie. For each hearing, a minimum of four (4) Committee members must be present.

If the hearing is not waived, it should be scheduled after class hours on the second (2nd), third (3rd), or fourth (4th) school day after the notification has been received. The chairperson may schedule a different date for the hearing if good and sufficient cause is shown by either the student or by the Assistant Vice President of Student Services. Insofar as is feasible, however, the hearing should not be held later than the fourth (4th) school day following the day that the student receives the notification.

**Chairperson Responsibilities** - The chairperson has the following duties and responsibilities:

1. Schedule hearings
2. Notify Committee members of hearings
3. Provide adequate opportunities before the hearing to the student charged with the alleged violation(s) to ask any questions concerning the procedures followed by the Campus Standards Committee.
4. Chairs/conducts the hearing (**Note:** In cases in which the chairperson has prior knowledge of the incident, the chairperson may select from the Campus Standards Committee an individual to serve in the capacity of chairperson.)
5. Notify student in writing of the findings of the Committee and maintain all records of the hearing.

**Hearing Procedures** - Whenever a student is charged with alleged violation(s) and a hearing is scheduled, the following due process procedures, as well as rules imposed by the chairperson in special circumstances, shall apply:

1. The jurisdiction and authority of the Committee is to hear evidence relevant to the alleged violation(s), to make findings of fact, and to

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reach a decision concerning the alleged violation(s).

2. No member of the Campus Standards Committee who has prior knowledge or interest in the case shall be allowed to participate in the hearing. The college President may appoint replacement(s) when needed.
3. The hearing will be closed to the public and will be tape-recorded. Tapes become the property of Robeson Community College, and access to them will be determined by the chairperson and the Assistant Vice President of Student Services. All tapes will be maintained in the Office of the Assistant Vice President of Student Services.
4. Any student charged with a violation who plans to have an attorney present must inform the chairperson in writing two (2) school days prior to the hearing.
5. Any proposed witness must submit a written statement of his/her testimony to the chairperson at least two (2) school days prior to the date of the hearing so that the chairperson can verify him/her as a witness or classify him/her as a member of the public. If it is impossible for a witness to attend the hearing, the written information provided to the chairperson may be used as evidence.
6. Once the hearing is called to order, charges will be read to the accused and to the Committee.
7. The plea of the accused will be given.
8. The student charged with the alleged violation(s) shall be present throughout the presentation of the evidence.
9. Witnesses may be present at the hearing only during the time they are called to present testimony.
10. When all evidence has been presented and any questions answered, the Committee will then proceed into an executive session to reach a decision of guilty or innocent. If a decision of guilty is rendered, then the Committee will review previous disciplinary-related problems of the student and reach a decision regarding the appropriate penalty.
11. The student will be notified in writing by the Campus Standards Committee chairperson of the decision of the Committee, as well as appeal options. (Copies of correspondence will be forwarded to the Assistant Vice President of Student Services.)

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## **APPEAL PROCEDURE**

Any decision made by the Assistant Vice President of Student Services or the Campus Standards Committee may be appealed to the President of Robeson Community College or his designee. A student who refuses to accept the findings of the Campus Standards Committee may appeal in writing to the college President within five (5) school days after receipt of the Committee's decision. In an appeal, the student should demonstrate that: (1) there is new evidence; (2) the Assistant Vice President of Student Services, his designee, and/or the Campus Standards Committee exhibited prejudice or other unfair treatment to the student; and/or (3) the decision does not relate appropriately to the charges. The college President shall have the authority to: (1) review the findings of the proceedings of the Committee; (2) hear from the student, Assistant Vice President of Student Services, and the members of the Committee before ruling on an appeal; (3) approve, modify, or overturn the decision of the Committee; and/or (4) inform the student in writing of the final decision within ten (10) school days of the receipt of the appeal.

All decisions resulting in a penalty of suspension or expulsion will be reviewed by the college President.

Additionally, a student may appeal the college President's decision to the Board of Trustees. The appeal must be in writing and must occur within five (5) school days of the college President's decision. The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Campus Standards Committee or student, or they may choose to have the prior personnel involved in the hearing appear before them before rendering a decision. The decision of the Board of Trustees will be made within twenty (20) school days and will be final.

## **PENALTIES**

**Written Warning** - A written communication which gives official notice to the student that any subsequent offense against the student code of conduct will carry heavier penalties because of this prior infraction. The written warning will be initiated by the Assistant Vice President of Student Services.

**Disciplinary Probation** - A student placed on disciplinary probation may have the following types of sanctions included within Disciplinary Probation guidelines:

1. Meet with a counselor or other designated person on a regular basis.
2. Not be guilty of any further violations of Campus Standards.

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3. Removal from campus facilities. For example, a student may be allowed to attend class and complete all academic requirements but would not be allowed to visit the student lounge.
  4. Other stipulations may be added to tailor the sanction to meet the needs of the institution and/or student.
  5. The minimum time period that a student may be placed on disciplinary probation is one (1) quarter.

**Suspension** - Suspension means that a student is dropped from the college. The minimum length of a suspension is the remainder of the current quarter. Based on the seriousness of the violation, a longer suspension may be implemented. The student may apply for readmission after the specified time and may return if his/her application is approved by the Director of Admissions and the Assistant Vice President of Student Services. Notice of suspension will be placed in the student's official record file, but will be removed at the end of the suspension period.

**Expulsion** - Expulsion means that the student is separated from the college. The student loses indefinitely his/her student status. Notice of expulsion will be placed in the student's official record file. The student may be readmitted to the college only with approval of the college President.

**Other Penalties or Sanctions** - Other sanctions may be imposed for various violations. These sanctions will be reviewed by the Assistant Vice President of Student Services. For example, a student found guilty of vandalism to college property will be required to pay the college to repair/replace vandalized item(s); withholding transcript, diploma, or right to register imposed when financial obligations are not met; loss of academic credit or grade imposed as a result of academic dishonesty.

### **TEMPORARY SUSPENSIONS**

If the Assistant Vice President of Student Services or his designee determines that the behavior of an individual is dangerous to the welfare of the persons and/or property on the college campus and that immediate removal from campus is necessary, the Assistant Vice President of Student Services or designated official, in consultation with the college President or his designee, may implement a temporary suspension. A student who is temporarily suspended must leave campus immediately. The student will not be allowed to return until date and time of a scheduled review initiated by the Assistant Vice President of Student Services.

### **WITHDRAWALS**

A student may choose to withdraw from the college when confronted with

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disciplinary action. If a student withdraws from the college or leaves college, the investigation will be completed. Based on the completion of the investigation, appropriate judicial action will be initiated. In situations where an investigation results in judicial proceedings, the former student will be notified and will be allowed to participate in the proceedings. However, in cases where the former student is unable to participate in the judicial proceedings, the proceedings will be completed in the absence of the individual.

### **STUDENT GRIEVANCE PROCEDURE**

**Purpose** - The purpose of the Student Grievance Procedure is to provide a system for students seeking equity for what he/she perceives to be unfair treatment in student-student, student-faculty or student-staff interactions. Grievances to be considered through this process include those arising from IX of the Educational Amendments Act of 1972, Family Educational Rights and Privacy Act of 1974, the American Disabilities Act of 1991 or other similar legal requirements.

For additional information concerning the guidelines of this procedure, please contact the Assistant Vice President of Student Services in the RCC Student Center.



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## **CAMPUS POLICIES**

### **AIDS Policy**

The primary goal of Robeson Community College in relation to AIDS will be education. There is no medical cure for AIDS. In addition, there is presently no vaccine to prevent further spread of the AIDS virus. Education about AIDS and its transmission is the most effective measure in the control of the disease.

1. Robeson Community College has established an AIDS Task Force to provide the best possible advice concerning issues related to the AIDS epidemic.
2. Educational programs about AIDS will be available to all curriculum and non-curriculum students, college employees, faculty and staff.
3. No person with AIDS, ARC, or confirmed HTLV-III antibody test will be denied admission to Robeson Community College on that factor alone. The college will analyze and respond to each case as required by its own particular facts. Persons with AIDS or AIDS-Related Conditions (ARC) represent no threat for AIDS transmission in the classroom and should be provided an education in the usual manner.
4. All students will be encouraged to inform the Vice President of Instruction and Support Services if they have AIDS, ARC or positive HTLV-III antibody test. Strict confidentiality will be maintained of any information and will only be used by the college to provide persons with proper medical care and education.
5. Robeson Community College will not screen students or employees for antibody to HTLV-III or require that they be screened. The AIDS Task Force will be familiar with sources of testing for antibody to HTLV-III and will refer students or employees requesting such testing.
6. No specific or detailed medical information of complaints or diagnosis of students or employees with AIDS, ARC, or a positive HTLV-III antibody test will be given to faculty, administrators, or parents without the expressed written permission of the student. This position is covered by the Family Education Rights and Privacy Act of 1974 as stated in the college student handbook.
7. Medical information will not be included in the student's record as unauthorized disclosure of it may create liability. The number of people at Robeson Community College who are aware of the existence and/or identity of students or employees who have AIDS, ARC, or a positive HTLV-III antibody test should be kept to an absolute minimum.

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## **CAMPUS LAW ENFORCEMENT/CAMPUS SECURITY**

The mission of Campus Security is to provide the safest educational environment possible for all faculty, staff, students and visitors at all of RCC's campus locations.

Campus security is provided by Security Guards which are Non-Sworn Officers. These security guards can not make an arrest for felonies and misdemeanors or charge for infractions. These personnel are on campus during most periods when students and visitors are present.

Officers of the Lumberton Police Department are also employed during selected hours and are as such Sworn Officers. These officers while in the duties of their employment possess all powers of municipal police officers to make arrests for both felonies and misdemeanors and charge for infractions.

The College has established and will maintain liaison with law enforcement support agencies to provide the support of:

1. Sworn officer support to Security Guards (as required).
2. Investigation support for on/off campus criminal activities and traffic enforcement.

The Main Campus is located within the city limits of Lumberton and is under the jurisdiction of the Lumberton Police Department.

The two Pembroke facilities are within the city limits of Pembroke and are under the jurisdiction of the Pembroke Police Department.

### **Law Enforcement Support Agencies**

NC State Bureau of Investigation  
NC State Highway Patrol  
Lumberton Police Department  
Robeson County Sheriff's Department

## **ACCESS TO CAMPUS FACILITIES**

All RCC Campus locations are open to faculty, staff, students and visitors during normal operating hours.

All persons, while on the premises, are expected and required to obey all federal, state, and local laws and ordinances, as well as college procedures governing appropriate conduct.

Persons in violation of the above will be subject to any action deemed appropriate by competent authority.

The following procedure will be followed for access to campus buildings:

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### **Accessibility During Closed Hours**

There will be no access to RCC's buildings during the hours of 11:00 P.M. and 7:00 A.M.

Access during other closed hours will be governed by the following procedures:

1. **Off-campus locations:** Prior arrangements must be made and approved by the person responsible for these locations.
2. **Main Campus:** Prior arrangements must be made with and approved by the Assistant Vice President, Director or other supervisor in charge of the building or facility. The Facilities Coordinator's Office must be notified of the arrangements with times noted. The Security Guard or other such personnel on campus should be immediately located and notified upon arrival.

Students desiring access to any academic facility must be accompanied by a staff or faculty member.

Two persons must be present at all times when using a facility such as a shop or laboratory where potential for injury exists.

### **Distribution of Keys**

Keys will be distributed by the Facilities Coordinator's Office only. All keys are deemed controlled items and will not be duplicated. Keys will be distributed as follows:

1. **Grand Master Keys** - President, Vice Presidents, Facilities Coordinator, Maintenance Supervisors and others approved in writing by the President.
2. **Building Master Keys** - Directors, Supervisors and others as may be authorized by a Vice President.
3. **Room Key** - For individual offices, shops or laboratories. Instructors and staff may be issued these keys authorized by Director or Assistant Vice President/Vice President.

### **CRIMINAL ACTIVITY REPORTING**

**Faculty/Staff/Students/Visitors:** Known and suspected violations of Federal and North Carolina criminal laws will be reported to the college switchboard. The switchboard will notify the Facilities Coordinator or his designee in order that appropriate action may be initiated.

**Note:** In life threatening situations, staff and/or faculty members should immediately call 911 to summon appropriate Emergency Services.

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Facilities Coordinator or his designee: will, upon notification of criminal activity:

1. Involve (as necessary) the appropriate law enforcement support agency.
2. Conduct necessary follow-up activities and file required documentation to the college administration.

Responsible Administrator(s): Will review campus crime reports with the Facilities Coordinator to ensure that:

1. The data required by the Crime Awareness and Campus Security Act is compiled and disseminated.
2. Campus Crime prevention programs are followed with special emphasis placed on campus community involvement.
3. The information flow stresses the necessity for individual awareness and that staff, faculty and students take some responsibility for their own personal safety.

### **CRIMINAL ACTIVITY AT OFF-CAMPUS STUDENT ORGANIZATIONS**

Criminal incidents occurring off campus to students participating in a college function should be reported to the law enforcement agency having jurisdiction. The Assistant Vice President of Student Services should be informed of the incident as soon as possible.

### **Bad Check Policy**

Students who write checks for registration and/or fee charges which are returned to the college by financial institutions for insufficient funds will be notified by the Business Office. These students will be given five work days to make the checks good. This may be done either by a cash payment or by certified check. After this five day period has elapsed, students who have NOT satisfied their financial obligations with the college will be withdrawn (dropped) from all classes and not permitted to continue attending classes. (A student is not officially enrolled until both the attendance and payment requirements have been met.) Students cannot reenroll for any future quarters until such obligations are satisfied.

### **Dress Code**

Robeson Community College stresses a standard of neatness, cleanliness, and appropriateness of attire.

Students should keep in mind that prospective employers visit the college and the employability of our graduates may be affected by the visitor's

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impressions.

With this in mind, the following regulations are given for proper dress:

1. Dress should be neat and appropriate at all times. (Appropriateness of dress will be dictated by the specific occasions.)
2. Shoes and shirts must be worn at all times on campus.
3. Caps and hats are not to be worn inside the classroom (unless required in your area of study).

### **DRUG AND ALCOHOL POLICY**

The use and abuse of drugs and alcohol are subjects of immediate concerns in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, and the public at large, and may result in property damage to the college. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Campuses Regulations, it is the policy of Robeson Community College that the unlawful use, possession, distribution, manufacture, or dispensation of a controlled substance or alcohol, is prohibited while on college premises, the college workplace, or as a part of any college sponsored activity. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referred for prosecution. The specifics of this policy are as follows:

1. Robeson Community College does not differentiate among unlawful users, sellers, or pushers of drugs or alcohol. Any employee or student who uses, possesses, sells, give, or in any way transfers alcoholic beverages or controlled substance is subject to disciplinary proceedings by the college, and referred for prosecution.
2. The term "controlled substance" means any drug listed in 21 CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse such as: Marijuana, Cocaine, PCP, Heroin, and "Crack" among others. They also include "legal drugs" that are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the General Statutes of North Carolina. Persons within the college community are responsible for knowing about and complying with the Robeson Community College Drug/Alcohol Policy.
3. Any employee or student who unlawfully possesses, uses, sells, or

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transfers alcoholic beverages or illegal drugs to another person; or who is convicted of violating any criminal drug or alcoholic beverage statute while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action by the college up to and including termination and expulsion, and referred for prosecution. Specifically, any such person convicted of a felony, or a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to state or federal law which may apply to employees). Other misdemeanors or convictions will be evaluated on a case-by-case basis and the specific penalties may range from written warnings with probationary status to enrollment expulsions and employment discharges. The college may also require the employee or student to successfully complete a drug abuse treatment program as a precondition for continued employment or enrollment. Persons charged with illegal drug/alcohol involvement may be suspended pending any legal proceedings if, it is determined by the President, or his designee that the person's continued presence within the college would pose a serious and immediate danger to the health and welfare of other persons within the college.

4. Each employee or student is required to inform Robeson Community College in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statutes where such violation occurred in the college workplace, on college premises, or as part of any college sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of *nolo contendere*) and the imposition of a sentence by a judge or jury in any federal or state court. For those students or employees receiving or working under a federal grant, the college must notify the United States governmental agency from which a grant was made within ten (10) days of receipt of such notice from the grant employee, or otherwise after receiving actual notice of a criminal drug conviction. Appropriate disciplinary action will be taken by the college within 30 calendar days from receipt of such notice. The law requires that all employees abide by this policy as a condition for continued employment on any federal grant.
5. A description of applicable state sanctions and the health risks associated with the use of illicit drugs/alcohol is attached and included as part of this policy. A more detailed description of Robeson Community College's Drug/Alcohol Policy can be found in the Robeson

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## Community College Library and Counseling and Career Center.

### Evacuation Instructions

Numerous natural and man-made conditions could make it necessary to evacuate the buildings from time to time. Plans have been formulated to provide for the orderly and rapid evacuation of RCC buildings. Evacuation instructions and diagrams are posted in each building. Each student is encouraged and expected to read, be knowledgeable of, and comply with these instructions and directions. Copies of the Emergency Preparedness Handbook are available from the office of the Vice President of Continuing Education. The contents of this handbook are covered by the instructors in the classrooms.

### I.D. Cards

Student identification cards will be made for each curriculum student at the time the student pays fees and tuition the first quarter for which he is enrolled for the academic year. Each subsequent quarter during the year, the I.D. card will be validated after tuition and fees are paid.

The identification card will be the student's ticket to SGA sponsored functions and activities. Possession of an I.D. card often provides the student with other advantages; i.e., store discounts, lower air fares, and lower fees at athletic activities. The replacement cost to the student for an I.D. card is \$4.00.

### Closing School Due to Inclement Weather

During periods of inclement weather, there may be times in which the college may close if the weather conditions present a safety hazard to students and college personnel. The following radio and television stations will be notified of official closings of the college:

#### Radio

Fairmont ..... WSTS/WFMO  
Lumberton ..... WJSK/WAGR  
Lumberton ..... WTSB  
Fayetteville ..... WKML

Fayetteville ..... WQSM  
Fayetteville ..... WZFX  
Red Springs ..... WYRU

#### Television

Durham ..... WTVD (Channel 11)  
Fayetteville WFCT (Channel 40)  
Florence ... WBTW (Channel 13)

Raleigh ..... WRAL (Channel 5)  
Wilmington .. WWAY (Channel 3)  
Wilmington .. WECT (Channel 6)

### Parking

Adequate student parking exists on campus. Upon entering the campus, students may park on the right or on the left side of the buildings. Students



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are not permitted to park in the designated visitor's parking areas.

Students' cars found improperly parked along curbs, driveways, and the visitor's parking area will be issued tickets. Repeated offenders will be counseled and repeated violations could result in the imposition of fines, towing regulations, and termination of enrollment.

The speed limit when entering and leaving RCC is 15 miles per hour.

### **Handicapped Parking**

Parking facilities are also available for handicapped students. Spaces are marked appropriately in student parking areas. The Lumberton Police Department will be called and a ticket will be issued by them for violation of handicapped statute.

### **Smoking, Eating, Drinking, Radios**

Smoking, eating, and drinking are allowed in the Student Lounge and on outside areas of the campus, but not in classrooms, shops or laboratories. There are ash trays, receptacles, and trash containers throughout the campus. If you smoke, eat, or drink, be considerate of others and use the containers available to dispose of trash. Radios and recorders are not permitted in the Student Lounge, classrooms or buildings except for instructional purpose. They are permitted on outside areas of the campus as long as the volume is controlled and they do not disturb others.

### **Visitors**

We welcome all visitors, and ask that they report to the receptionist area or the Office of Admissions upon arrival on campus. All visitors must be accompanied by a tour guide and are subject to the regulations of the school while on campus. Former students are classified as visitors and must follow the same procedure. Any unauthorized personnel on campus can be requested to leave the college's premises. Refusal to leave the campus when requested will result in a request to the appropriate law enforcement personnel for removal. Trespassing charges may be filed.



# Officers of Administration

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## BOARD OF TRUSTEES

John A. Staton .....	Chairman
Johnny Hunt .....	Vice Chairman
Fred G. Williams .....	Secretary

## APPOINTED BY COMMISSIONERS OF ROBESON COUNTY

### EXPIRATION OF TERM

W. Earl Antone .....	June 30, 1995
James H. McLean, Jr. ....	June 30, 1996
Johnny Hunt .....	June 30, 1997
Hervie Locklear .....	June 30, 1998

## APPOINTED BY ROBESON COUNTY BOARD OF EDUCATION

George D. Regan .....	June 30, 1995
L. Harbert Moore .....	June 30, 1996
Thomas Jones, Jr. ....	June 30, 1997
John A. Staton .....	June 30, 1998

## APPOINTED BY GOVERNOR OF NORTH CAROLINA

Sue W. Brown .....	June 30, 1995
H. Franklin Biggs, Sr. ....	June 30, 1996
James E. Thomas .....	June 30, 1997
J.J. Johnson .....	June 30, 1998

## GENERAL ADMINISTRATIVE STAFF

Fred G. Williams .....	President
Nell Reising .....	Executive Assistant

## BUSINESS SERVICES STAFF

Tom A. Holmes .....	Vice President
Carol W. Powers .....	Executive Assistant
Lynn R. Price .....	Accountant
William F. Carter .....	Coordinator of Facilities
Elton B. Hunt .....	Purchasing/Equipment Officer
Pamela L. Locklear .....	Cashier & Accounts Payable Officer
Tammy J. Flowers .....	Accounts Receivable & Payroll Officer
Shawn Chavis .....	Accounting Clerk
Cathy J. Hunt .....	Business Clerk
Drucella Strickland .....	Receptionist/Switchboard Operator

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## PERSONNEL SERVICES

Ward Wall ..... Vice President  
Regina Cummings ..... Secretary

## INSTRUCTION AND SUPPORT SERVICES

R. Frank Leggett, Jr. .... Vice President  
Dennis O'Quinn ..... Systems Administrator  
Mark O. Kinlaw ..... Director of Planning & Research  
Carolyn Watson ..... Institutional Advancement Officer/Public Information  
Jackie Lovette ..... Secretary  
John Atkinson ..... Assistant Vice President of Educational Services (Day)  
Rhonda Stubbs ..... Secretary  
Laverna Emanuel ..... Secretary  
Brenda McKinney ..... Secretary  
Felicia Scott ..... Secretary  
William Locklear .. Assistant Vice President of Educational Services (Evening)  
Regina Cummings ..... Secretary  
Sammy R. Layell ..... Assistant Vice President of Resource Services  
Robin White ..... Audiovisual Technician  
Jimmy L. Reese ..... Graphic Arts Coordinator  
Marilyn S. Locklear-Hunt ..... Director of Library Services  
Elizabeth (Liz) McIntyre ..... Evening Librarian  
Margaret A. Honeycutt ..... Library Technical Assistant  
Glenda Durden ..... Secretary  
Viola Johnson ..... Secretary  
Bill L. Mauney ..... Assistant Vice President of Student Services  
Judith A. Revels ..... Director of Admissions  
Ronnie Locklear ..... Assistant Director of Admissions/Recruitment  
Vonnie Jacobs ..... Admissions Assistant  
Linda G. Lowry ..... Secretary  
Eddie Mac Locklear ..... Director of Counseling Support Services  
Joyce Beatty ..... Director of Counseling & Testing  
Brenda Scott ..... Director of Career Development  
Mary Frances Burns ..... Tutorial Coordinator  
Joyce McMillan ..... Secretary  
Anna Maynor ..... Financial Aid Officer  
Betty Thompson ..... Secretary  
Mary P. Hughes ..... Registrar  
Georgia Moore ..... Assistant Registrar

## Faculty

Jean B. Alford .....	English
Mary Ash .....	Math and Science, Chairperson
Dr. Charles R. Beasley, MD ..	Adjunct Medical Director, Respiratory Care
Barbara N. Brown .....	Nursing
Henry Bruce .....	Carpentry
Crafton Chavis .....	Mathematics
Eloise Cook .....	Vocational Related
Jack Cook .....	English
Helen K. Crenshaw .....	Business
William L. Croft .....	Respiratory Care, Chairperson
Lois Currie .....	Nursing
Cathy Davis .....	Business
George Emerick .....	Law Enforcement
Marjorie Garner .....	Nursing
Byron Herring .....	Business
Edythe B. Hill .....	Nursing
Annette B. Hines .....	Nursing
Evelyn Hunt .....	Cosmetology
Connie Ivey .....	Business
Eileen Jones .....	Cosmetology
Audrey M. Joseph .....	Nursing
Queen E. Locklear .....	Cosmetology
Julius Lowry .....	Welding
John McDonald .....	Biology and Sciences
Lynda MacLeod .....	Developmental Studies and Sociology
William McNeill .....	Reading Specialist
Elizabeth T. Nye .....	Nursing Director
Hilton Oxendine .....	Auto Mechanics
Cathy W. Penny .....	Cosmetology
Sheila A. Regan .....	Biology and Sciences
J. D. Revels .....	Electrical Installation
Eileen Rimmer .....	Respiratory Care
Donald Sampson .....	Carpentry
Frances L. Scott .....	Vocational Related
Georgia Simpson .....	Business
Jack Smith .....	Technology Programs, Chairperson
Cliff Smith .....	Air Conditioning, Heating, & Refrigeration
Harvey Strong .....	Industrial Electrical/Electronics
Ellen Warwick .....	Business
Curtis K. Watson, Jr. ....	Law Enforcement

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Elaine Whitfield ..... English and Social Science, Chairperson

### **Adult and Continuing Education Staff**

Rudy Locklear ..... Vice President/Adult and Continuing Education  
Judy Jones ..... Executive Assistant  
D. Justin Oliver ..... Director/Focused Industrial Training  
Gay Powers-Britt ..... Secretary/Occupational Education  
Carl Evans ..... Instructor/Auto Body  
Vickie Tate .. Director/Community Services Education/Occupational Education  
Jim Emery ..... Food Services Instructor  
Janice Jones ..... Sewing Instructor  
George Newton ..... Food Services Instructor  
Janice D. Davis ..... Director/Small Business Center  
Robert J. Lewis ..... Director/Human Resources Development  
Angela Locklear ..... Secretary/HRD and SBC  
Mary Brady ..... HRD Instructor  
Tim Harper ..... Director/Emergency Services  
Jeannette Freeman ..... Secretary Emergency Services Education  
William Bryan, Jr. .... Coordinator-Instructor/Fire Services  
Johnny Baker ..... Coordinator/Fire Services Training  
Ethel G. Locklear..... Secretary/Fire Services Training  
Tony E. Brewington ..... Director/Literacy Education  
Debra A. Brooks ..... Secretary/Literacy Education  
Sandra Johnson ..... Literacy Assessment & Retention Specialist  
Betty Brockington ..... Literacy Instructor  
Mary Ann Stephens ..... Literacy Recruiter/Instructor  
Patsy Hester ..... Literacy Recruiter  
Ealise Lowery ..... Literacy Recruiter  
Jennifer C. Lowery ..... Literacy Recruiter  
Carolyn J. Britt ..... Educational Coordinator/AHS/GED  
Cora Brewington ..... Educational Coordinator/ABE/CED/ESC  
Nancy Smith ..... AHS/GED Instructor  
Brenda M. Locklear ..... ABE Center Instructor  
Lori S. Ivey ..... Secretary/Assistant Assessment Strategist  
Helen Davis ..... Lead Instructor/Learning Center  
Samantha Dial ..... Instructor/Learning Center  
Phyllis Lowery ..... Assistant Instructor/Learning Center  
Katie R. Miller ..... Coordinator/Pembroke Extension Center

### **Maintenance & Custodial Staff**

Willie H. Booth, Jr. .... Supervisor

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Vickie L. Chavis .....	Supervisor
Ogden Dimery .....	Custodial
Andrew Flowers .....	Maintenance/Groundskeeper
Stanley Freeman .....	Custodial
J. W. Gray .....	Custodial
George K. Jacobs .....	Maintenance/Custodial
Christine Locklear .....	Housekeeper
Chip McNeil .....	Custodial
J. T. Malcolm .....	Custodial
Pauline Oxendine .....	Shipping & Receiving Clerk/Housekeeper
Bobby E. Prevatte .....	Maintenance/Custodial
Alma S. Robinson .....	Custodial
Edmond Sampson .....	Maintenance
James W. Smith .....	Supervisor
Reginald D. Walters .....	Custodial
Levander West .....	Custodial

#### **Bookstore**

Sherry B. Barnes.....	Manager
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# If You Have Questions

SC: Student Center  
RCC Telephone Number: 738-7101

NEED INFORMATION	ASK	LOCATION	EXTENSION
Absences	Records/Registration	SC-Room 1304	162
Academic Advising	Counseling & Career Development	SC-Room 1302	244
Activities, Student	Student Government Association	SC-Room 1311	
Adding/Dropping A Course	Records/Registration	SC-Room 1304	162
Admission	Admissions Office	SC-Room 1301	254
Audit a Class	Records/Registration	SC-Room 1304	162
Billing	Business Office	Business Office	134
Books	Bookstore	SC-Room 1310	739-4289
Career Counseling	Counseling & Career Development	SC-Room 1302	244
Commencement	Records/Registration	SC-Room 1304	162
Counseling: (Academic)	Counseling & Career Development	SC-Room 1302	244
(Career)	Counseling & Career Development	SC-Room 1302	244
(Financial)	Financial Aid Office	SC-Room 1303	248
(Study)	Tutoring	SC-Room 1307	239
(Personal)	Counseling & Career Development	SC-Room 1302	244
Disabled Students	Counseling & Career Development	SC-Room 1302	244

**SC: Student Center**  
**RCC Telephone Number: 738-7101**

NEED INFORMATION	ASK	LOCATION	EXTENSION
Drinking Problems	Counseling & Career Development	SC-Room 1302	244
Employment, Work Study	Financial Aid Office	SC-Room 1303	248
Exam Schedules	Educational Services	Building 5	127
Fees-Refund Policy	Records/Registration	SC-Room 1304	162
Financial Aid Information	Financial Aid Office	SC-Room 1303	248
Graduation	Records/Registration	SC-Room 1304	162
Library	Library Staff	Building 4	227
Lost and Found	Records/Registration	SC-Room 1304	162
Placement	Counseling & Career Development	SC-Room 1302	244
Reading and Study Skills	Tutoring Services	SC-Room 1307	239
Records	Records/Registration	SC-Room 1304	162
Registration	Records/Registration	SC-Room 1304	162
Reservation for Auditorium	Business Office	Building 2	156
Classrooms	Education Services	Building 5	127
Resume Writing	Counseling & Career Development	SC-Room 1302	244
Safety, Campus	Coordinator of Facilities	Building 2	156

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SC: Student Center  
RCC Telephone Number: 738-7101

NEED INFORMATION	ASK	LOCATION	EXTENSION
Scholarship Information	Financial Aid Office	SC-Room 1303	248
Sexual Harassment	Personnel Services	Building 2	242
Student Activities	Student Government Association	SC-Room 1311	
Student Events	Student Government Association	SC-Room 1311	
Student Government Association	Student Government Association	SC-Room 1311	
Student Organizations	Student Government Association	SC-Room 1311	
Study Skills	Tutoring Services	SC-Room 1307	239
Summer Session	Records/Registration	SC-Room 1304	162
Thefts	Coordinator of Facilities	Building 2	174
Transcripts, Copy of	Records/Registration	SC-Room 1304	162
Transfer Credit	Records/Registration	SC-Room 1304	162
Tutors	Tutoring Services	SC-Room 1307	239
Veterans	Veterans Affairs Coordinator	SC-Room 1302	239
Withdrawal from Classes	Records/Registration	SC-Room 1304	162
Work Study	Financial Aid Office	SC-Room 1303	248





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